

## **Innovation Center Director Job Description**

### **Position Mission Statement**

The Director of the Innovation Center helps families thrive by helping entrepreneurs access the resources and develop the skills needed for them to be successful and provide for themselves and their families. The Director will do this by providing education, resources, and support, that assists in building a team that helps entrepreneurs create businesses that serve to benefit their families and the community. The Director will take responsibility for ensuring the overall success of entrepreneurial programming, will lead the development of a digital ecosystem for the area, and will be the Innovation Center's internal and external leader with high visibility throughout the regional and national tech and entrepreneurial communities as well as within Chambers County and the Greater Valley Area. The Innovation Center Director is responsible for assuming the operations of the Innovation Center and expanding those operations with a specific focus on program design, membership recruitment, program execution, the development of a digital ecosystem, implementing strategies for operations, marketing, partnership, entrepreneurship and digital skilling program management, and fundraising. The Innovation Center Director will lead collaborative efforts in areas such as startup incubation, remote work initiatives, tech talent development, and recruitment.

The Innovation Center Director should have experience problem-solving for startup companies and be able to communicate with and advocate for both the startup teams and potential investors. The Director must have the strong operational and tactical capabilities needed to build a strong team and effective strategy within a nimble startup environment. Also, the Director should have experience fundraising from the public, private and government organizations.

The position reports directly to the Circle of Care Executive Director and indirectly to the Innovation Center Advisory Board until such a time as the Innovation Center becomes an independent entity. As such, the position will involve additional duties as required in connecting with the Circle of Care's efforts to bring large scale, long term, positive change for the Chambers County and Greater Valley Area to the benefit of Individuals, families, and especially children.

### **Essential Duties and Responsibilities**

- Ultimately responsible for the coordination, provision, and reporting regarding the Innovation Center entrepreneurship program, services, and any funding sources specific to the program.
- Assist in design of the program to ensure success of participants and program, including but not limited to fiscal sustainability.
- Attendance at participant, program, Center, joint staffing, partner, and other meetings.

- Assist with public awareness and serves as the liaison for relationship building with stakeholders and partners regarding the Center, Entrepreneurship Programs, and Digital Ecosystem building.
- Assistance with recruitment of program participants.
- Perform program intake sessions
- Build appropriate supportive professional relationships with program participants to encourage their success.
- Assist participants in setting and updating goals.
- Assist participants in problem solving and provide guidance in order to overcome barriers to success.
- Provision of referrals to other Center or community partner services as needed and appropriate.
- Provide education programming appropriate to the program.
- Fully completing accurate Center and program paperwork, grant reports, and documentation in various required systems and databases prior to deadlines.
- Design and organize programs featuring workshops, mentor sessions, seasoned entrepreneurs and investors that will be the most impactful for the Innovation Center participants and the area entrepreneurial ecosystem as a whole.
- Various administrative paperwork duties.
- Build relationships with local resources that can benefit the program and program participants.
- Learn community resources and engage partner agencies in successful provision of services.
- Work with Program and Center Case Managers to ensure participants and families are properly accessing available community resources.
- Collaborate with community partner agencies to access services for participants and families
- Build strong, healthy relationships with organization service recipients, staff, and partners.
- Oversee the execution of an effective marketing plan to attract participants, stakeholders, investors, and community support
- Maintain a strong and regular presence in the local and regional media, and social media platforms that promotes the Innovation Center and its participants.
- Promote Innovation Center successes to maintain community support and build a strong reputation.
- Seek awards and recognition for Innovation Center participants.

*Perform all other duties as assigned*

### **Knowledge, Skills, and Abilities**

- Excellent interpersonal skills
- Excellent oral and written communication skills, flexibility, and organizational skills
- Graduation from college with accredited undergraduate degree.

- Expertise in entrepreneurship and business leadership.
- Ability to read, write and speak English: able to motivate participants as they establish enrollment and set plans for progress of goals, ability to teach, engage, nurture and support service participants
- Initiative to work independently while collaborating with Center and community partner agency staff.
- Strong computer/technology skills as well as data input ability including but not limited to Microsoft Office Suite and update/maintain a website. (Skills with Adobe products and WordPress preferred).
- Endorsement and support for the mission of the Circle of Care Center for Families and demonstrates commitment to philosophy of Family Preservation/Support Services
- Ability to lift up to 50 lbs.
- High ethical standards.
- No criminal record or history of founded child or adult abuse/neglect.

### **Experience**

- Fluent Spanish not required but valuable
- Experience starting and operating a successful business preferred.

### **Position Details**

- Full-Time
- Initial salary is negotiable dependent upon experience with a range of \$40,000.00 to \$55,000 annually with benefits. Performance incentives may also be awarded. This initial salary is provided through grant funds. The expectation is that the Innovation Center Director, in collaboration with the Circle of Care Executive Director and Development Director will design the program to become self-sustaining between fee-based income and reliable ongoing grant funding.
- Benefits include but is not limited to health insurance with minimal out of pocket cost, 403(b) retirement plans with a 3% match, and paid sick, personal, and holiday leave.

### **Sought Key Characteristics**

Our core identity as a staff is that we are CARING. To live out this identity, these are the core values we seek to exude:

**People Focused** — Do you put people first? Are you passionate about partnering with individuals and families to bring long-term, positive change in people's (and especially children's) lives? Can you build relationships that create better futures at various levels ranging from the individual life to the area as a whole?

**Growth Oriented** — Are you constantly looking to grow personally as a person as well as professionally? Do you set goals and deliver on commitments? Are you passionate about partnering with others to support their growth as they look to prevent and overcome life's challenges?

**Hope Filled** — Are you hope filled? Do you believe that tomorrow can be better than yesterday, the future better than the past? Are you able to look at lives, areas, and systems and tenaciously cling to the belief that things can change for the better?

*We believe every child deserves their best opportunity to thrive. But, in order to do that they need the strongest possible family. We partner with individuals and families to provide resources and supports designed to prevent and overcome life's challenges. Because when families thrive, kids thrive. If you are people focused, growth oriented, and hope filled, [join our mission!](#)*

**Interested candidates are to submit an application through the job posting found under the news section of the Circle of Care website: [thecirclecares.com](http://thecirclecares.com).**

At the Circle of Care, we believe everyone has worth and should have equal opportunities to receive employment and services without regard for race, religion, color, age, sex, orientation, identity, or disability. This is why we are passionate about creating an inclusive workplace that promotes and values diversity and reflects the communities we strive to serve. The greatest work happens as the result of a diverse mix of people working together. So we are working to build a culture where diversity is the norm, not a program.