

Job Description



Job Title: Sr. Director Entrepreneurial Growth Division
FLSA: Exempt
Date: January 2012

Job Summary:

Direct the Entrepreneurial Growth Division which includes Small Business Center (SBC), GrowJax (for second stage entrepreneurs), and Jacksonville Women's Business Center (JWBC). Responsibilities include client programs and services, managing operations, administrative and financial requirements, marketing and community exposure, revenue generation, and community relationships.

Essential Duties and Responsibilities:

- Position the JAX Chamber as an innovative leader in entrepreneurship with focus on job creation; implement programs and services for small business and second stage clients in seven county region.
- Cultivate relationships with internal and external partners to ensure small business resources are available for clients of the SBC.
- Recruit, retain and manage volunteers and participate on Division's (three) Advisory Boards.
- Ensure high level of customer service for clients, volunteers and investors; meet grant and sponsor agreements.
- Establish and monitor budget to ensure Entrepreneurial Growth Division is operating within its allocated financial resources on a monthly basis.
- Design, measure and track key indicators, impact data, goals and related progress within the Division.
- Oversee database management and related technology of the Division.
- Oversee a marketing and communications plan for Entrepreneurial Growth Division.
- Generate revenue to support financial stability of entrepreneurial education delivered by the Chamber, including program income.
- Manage division staff including goal development and execution, as well as performance evaluation process.
- Interface with JAX Chamber Board Chair for Entrepreneurial Growth.
- Assist in recruiting and retaining Chamber members; assist other chamber departments and perform duties as requested.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree in business or related field; Master's preferred.
- 10+ years of experience in management; overall operations experience required.
- Experience in small business or education sector preferred.

Knowledge/Skills/Abilities:

- Ability to work effectively with diverse external associates/customers/colleagues
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to develop and maintain collaborative relationships with all levels within the organization
- Ability to follow through on issues, make informed decisions that comply with policies and procedures, complete tasks, and problem-solve
- Ability to manage multiple priorities; good time management skills
- Possess intermediate to advanced level knowledge of Microsoft Office software applications and other technology
- Ability to work with minimal supervision
- Project management; overall operations experience
- Commitment to work extended and/or irregular hours
- Goal oriented and measurement systems focused
- Understanding of educational needs of entrepreneurs
- Ability to read financial statements and create and manage a budget
- Supervisory experience