BIG SKY
ECONOMIC DEVELOPMENT

EDA • EDC CREATING MONTANA BUSINESS OPPORTUNITIES

Entrepreneurial Development Program Manager
Senior Business Advisor (SBDC)

Are you passionate about entrepreneurs and their path to success?

Do you thrive on collaboration and connecting with people?

Do you desire being part of an internationally accredited Economic Development Team?

Big Sky Economic Development is looking for a dynamic leader to manage a newly created program that focuses on entrepreneurial development. The program provides programmed space (co-working space) and services such as incubation, acceleration, meetups and specialized training. This position is responsible for the day to day operation of the entrepreneurial development program, creating program awareness, advising clients, and garnering support and counsel from key stakeholders.

In this job, you would be responsible for:

- The day to day program management of the entrepreneurial development program
- Developing and implementing the policies and procedures (SOP) for the newly created program
- Co-planning, hosting and leading events such as mentor meets up and the regional Early Stage Montana pitch competition and hyper accelerator
- Facilitating the implementation of an Advisory Council
- Providing both fundamental and high-level business consulting to for-profit businesses, including development of commercialization plans
- Developing and preparing curricula and presentation materials for training events
- Planning, facilitating and teaching fundamental and advanced business education courses to adult learned on varying scales of experience
- Engaging with the SBDC network and B.E.A.R. teams to support the development of entrepreneurs and assist in advising clients

Please see the attached job description for a full summation of the roles and responsibilities of this position.

You're a good fit for this job if you have:

- A Bachelor's Degree from an accredited institution in Business Management or related field; or equivalent combination of education and job-related experience
- At least 3 years experience starting, owning, operating and/or managing a business
- At least 3 years experience providing professional advising, consulting, or training services
- Demonstrated business acumen and a keen understanding of the entrepreneurial path
- Demonstrated leadership skills
- Exceptional interpersonal, communication, presentation and facilitation skills
- High emotional intelligence
- A desire to be part of a highly effective team
- Excellent personal effectiveness/time management skills
- Ability to travel occasionally
- Ability to accommodate a fluctuating schedule

Other info you should know:

- This position reports to the Regional Director SBDC\Entrepreneurial Development
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer fair wages based on regional market data and commensurate with experience
- This position is located in Billings, MT

How to Apply:

1. Fill out the attached employment application
2. Include a resume and cover letter
3. Please produce a 3-minute or less video (as if you were recording on Facebook Live) on an entrepreneur related topic of your choice. Please include a link to your video in your application email.
4. Submit application materials via email to Becky@bigskyeda.org

APPLICATION OPEN UNTIL POSITION IS FILLED. FIRST REVIEW BEGINS 10/12/18.

BIG SKY
ECONOMIC DEVELOPMENT
222 North 32nd Street, Billings, Montana 59101
(406) 256-6871

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

APPLICANTS: In order to be considered for employment, this application must be completed entirely. Please remember to read and sign the last page.

Today's Date: _____ Position Applying For: _____

Where did you hear about this opening: _____

Name in Full: _____
Last First Middle

Address: _____
Number & Street City State Zip Code

Phone Number: _____ Email: _____

List other names, if any, used on employment or education records:

_____

EDUCATION

	Name of School	Location (City/State)	Last Year Completed	Major & Degree
High School			9 10 11 12 ☐ ☐ ☐ ☐	
College			1 2 3 4 ☐ ☐ ☐ ☐	
College			1 2 3 4 ☐ ☐ ☐ ☐	
College			1 2 3 4 ☐ ☐ ☐ ☐	
Business or Trade School			1 2 3 4 ☐ ☐ ☐ ☐	

EMPLOYMENT HISTORY

This section must be completed entirely. Please do not write, "see resume." List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing your specific tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be added.

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary(optional): _____ Full Time ☐ Part Time ☐ Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

_____

Reason For Leaving:

_____

Position/Title _____ Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary (optional): _____ Full Time ☐ Part Time ☐ Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

_____

Reason For Leaving:

_____

Position/Title _____Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____ City/State/Zip: _____

Salary (optional): _____ Full Time ☐ Part Time ☐ Hours Worked: _____

Supervisor's Name/Title: _____ Phone: _____

Work Performed:

_____

Reason For Leaving:

_____

ADDITIONAL INFORMATION

Professional Memberships & Affiliations:

_____

Professional & Trade Licenses:

_____

Have you ever been employed by this company before? When? In What Job?

_____

Do you have a relative working for this company? Yes ☐ No ☐
If yes, please explain. This will not exclude you from hire:

_____

Have you ever been convicted of a felony? Yes ☐ No ☐
If yes, please explain. This may not necessarily exclude you from hire:

_____

REFERENCES

Please provide the details of three professional references of your previous employers.

Name	Address	Telephone	Occupation	Years Known
Name	Address	Telephone	Occupation	Years Known
Name	Address	Telephone	Occupation	Years Known

READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION:

I certify that all information I have provided in order to apply for and secure work with BIG SKY ECONOMIC DEVELOPMENT is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application or immediately discharge me from BIG SKY ECONOMIC DEVELOPMENT'S service, whenever it is discovered.

I expressly authorize BIG SKY ECONOMIC DEVELOPMENT and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding BIG SKY ECONOMIC DEVELOPMENT or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that BIG SKY ECONOMIC DEVELOPMENT does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that completion of this Application for Employment does not guarantee that BIG SKY ECONOMIC DEVELOPMENT has employed me.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Date: _____ Signature: _____

BIG SKY ECONOMIC DEVELOPMENT

EDA · EDC CREATING MONTANA BUSINESS OPPORTUNITIES

Job Description	
Entrepreneurial Development Program Manager | Senior Business Advisor (SBDC)	
Reports To: Regional Director SBDC | Entrepreneurial Development	**FLSA Status**: Exempt
Position Status: Regular, Full-time	**Revision Date:** September 2018

Summary

The Entrepreneurial Development Program Manager | Senior Business Advisor oversee a newly created program that provides programmed space (co-working) and services (incubation, acceleration, meetups & specialized training) for entrepreneurs on their path to commercialization. The position is responsible for the day to day operation of the program, supporting, training and advising clients, and garnering support and counsel from key stakeholders.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Program Management

1. Under the leadership of the Regional SBDC Director, manage the programming for the entrepreneurial development center and incubation/coworking program as well as oversee the day-to-day operations and activities
2. Develop, implement and manage the policies and procedures for operating/sustaining the program (SOP)
3. Prepare the intake procedures for the selection, performance outcomes and graduation of clients and coworking membership
4. Spearhead, plan and host Meetups (small & large networking events) and support the participation in
5. Train partners and volunteers to utilize CRM system to optimize collaboration efforts with clients
6. Support organizational business/entrepreneurial outreach effort (group & individual) within a 9-county region in partnership with the Director of Marketing and Member Investors and Business Outreach Project Manager
7. Partner with the Marketing and Member Investor Team to help facilitate program funding sustainability
8. Co-plan, host and lead the regional Early Stage Montana pitch competition and hyper accelerator
9. Provide additional planning and management support as needed to effectively deploy, sustain & grow the program

Program Accountability

1. Facilitate the implementation of the Advisory Council to develop and implement the goals of the program and continue engagement of key stakeholders
2. Establish and manage metrics for each program element and then measure and report progress on a regular basis to BSED leadership & Advisory Council

Consulting/Training/Duties

1. Provide high-level concept to commercialization consulting (including development of commercialization plans) to clients as well as fundamental and advanced consulting to startup, build, stabilize and scale for-profit businesses.
2. Develop and prepare curricula and presentation materials for training
3. Plan, facilitate, teach and co-teach fundamental and advanced business education courses to adult learners on varying scales of experience

Other Responsibilities

1. On-deck back up to the Regional SBDC Director for relevant projects & engagements
2. Recruit and engage with relevant mentors to support the B.E.A.R. program in partnership with the program manager for SBDC/B.E.A.R.
3. Manage and track client progress in CRM system
4. Participate in Big Sky Economic Development collaborative projects as assigned
5. Other duties as assigned.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level:3

1. Leadership Skills – ability to influence, motivate, and elevate others to do more than they knew possible as well as an ability to know when to lead and when to follow

2. Entrepreneurial Path – clear understanding of the path to take innovate an idea, commercialize the solution and realize a profit

3. Emotional Intelligence – ability to recognize and discern emotions to guide thinking and behavior to adapt to dynamic environments and collaborative teams

4. Interpersonal Relations - ability to deliver exceptional customer service by exceeding the expectations of clients, stakeholders and colleagues with every encounter

5. Consultation/Advising Skills – keen ability to effectively analyze, interpret, and coach clients from various industries on multi-faceted business concepts to a positive outcome that directs their path to success.

6. Communication Skills— Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, proper grammar, and professional etiquette. Adept at website content management, digital marketing and social media networks and blog engagement.

7. Presentation/Facilitation Skills – ability to present, facilitate and lead small and large groups with varying level of expertise

8. Business Acumen – keen ability to analyze, understand and deal with a business situation in a manner that is likely to lead to a positive outcome.

9. Personal Effectiveness/Time Management - ability to strategically utilize time and resources to manage priorities, timelines, deadlines and details under pressure, with accuracy, and to a high level of proficiency.

10. Technical Capability –Strong proficiency in fundamental office and computer equipment as well as software programs such as Microsoft Office Suite, design software, CRM platforms and cloud-based software applications. Ability to speak the language of technology to effectively counsel and guide tech startups and connect them with available resources.

11. Teamwork Oriented – ability to effective align within a collaborative effort to achieve common goals and outcomes.

12. Adaptability – ability to modify actions, direction or approach to changing situations and expectations in a respectful and professional manner

Minimum Qualifications

- Bachelor's Degree in Business Management or related field; or equivalent combination of education and job-related experience
- At least 3 years experience starting, owning, operating and/or managing a business
- At least 3 years experience with providing professional advising, consulting or training services

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving may be required.
2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and have the ability to travel.
3. Office hours are generally 8 a.m. until 5 p.m. This is a full-time, salaried, exempt position. The weekly schedule will be set with the Regional SBDC Director and may fluctuate as a result of early morning, lunch hour, or evening and weekend work.
4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meeting or project sites.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; speak (with clarity) and hear. The employee frequently is required to walk, sit, and climb or balance. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a normal office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.