

Business Incubator Program Manager

Job Title: BUSINESS INCUBATOR PROGRAM MANAGER

Reports To: Vice President

Job Status: Full Time; Salaried

SUMMARY

Incumbent manages business incubation facilities and programs throughout Pasco County. Research, market, recruit, plan, and coordinate development of new and expanding entrepreneurial businesses. Responsibilities also include researching and coordinating strategies to support entrepreneurial efforts in targeted areas, including compiling and analyzing data.

Also responsible for the overall strategy for startup service programs and identify opportunities to establish new programs, manage incubator facilities, interns and volunteers, and associated budget. Promote and market incubation services and capabilities to external audiences. Identify, cultivate, and solicit support for incubation efforts and lead entrepreneurial education programs. General administrative tasks such as management/oversight of local incentive agreements, project management, site visits to gather company and industry intelligence, development/promotion of small business services and programs, including presentations to relevant business and community groups to promote the awareness and mission of PEDC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Plans, coordinates, organizes, and spearheads efforts to recruit and locate office, technology, and industrial users; ensures appropriate equipment and materials are available for the successful operations related to these efforts
- Represents the Company to the public and outside groups, organizations, and agencies; responds to a wide variety of questions, comments, and/or concerns; resolves related complaints
- Coordinates day-to-day operations related to the Company's office, technology, and industrial growth efforts; documents efforts through Goldmine, a client-tracking database
- Ensures project compliance with applicable internal and external requirements
- Coordinates the development, evaluation and implementation of program goals, objectives, and activities related to office, technology, and industrial business growth
- Serves as a liaison to university, college, and other third-party resources
- Prepares proposals to clients and responds to inquiries/requests from Company stakeholders
- Assists in developing and monitoring program budget; Works with the President/CEO to make recommendations to Board of Directors and government officials on programs which support the development strategy for entrepreneurial growth
- Prepares and maintains a variety of records and reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds.
- Conducts research to identify emerging needs, trends, and services related to recruitment and location of incubator clients and affiliate members or other assigned areas of responsibility
- Designs and implements marketing materials to ensure public exposure to program offerings

- Identifies funding sources for projects requiring financial assistance
- Helps raise funds from private and public sources
- Performs other duties of a similar nature or level

SUPERVISORY RESPONSIBILITIES

- Incubator facility volunteers and interns

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Business incubation programs
- Marketing/salesmanship principles
- Research methods
- Applicable federal, state, and local laws, rules, ordinances, statues, and regulations
- Public relations principles
- Budget Administration principles
- Program coordination principles
- Grant contract administration practices
- Commercial/industrial real estate development
- Business development finance
- Experience desired in any aspect of small business, or personally owning or operating a commercial venture

Ability to:

- Network and cold-call
- Recruit office, technology and industrial users
- Develop customized proposals and information packages
- Locate appropriate real estate for technology, office and industrial users
- Close transactions with potential clients
- Package and negotiate economic development incentives for users
- Facilitate prospect tours
- Monitor budgets
- Meet deadlines
- Build strong relationships between the business community, local government, and the Company
- Interpret complex documents
- Assess the outcomes of program initiatives
- Use a computer and related software; type
- Analyze methods and techniques
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Drive a vehicle

EDUCATION and/or EXPERIENCE

Bachelor's Degree in related field and 3-years related experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience starting, owning, operating and/or managing a small business.

CERTIFICATION

Must have at the time of hire and be able to maintain a valid Florida driver license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. Some travel is required, possibly to other countries.