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POSITION ANNOUNCEMENT

Montana Women's Business Center – Program Director (full-time)

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their business – in turn strengthening our region's economy and communities. At Prospera, we provide confidential business counseling, professional trainings, small business loans, business development grants and timely economic research.

Job Description

The Montana Women's Business Center (MTWBC) is a program of Prospera Business Network and is partially funded by the U.S. Small Business Administration. Established in 2009, the MTWBC is one of over 140 business centers across the country. We provide the necessary tools and support to help women and others establish, grow and sustain businesses throughout Montana.

The Program Director will be part of the Prospera business development team that will design, plan and implement business technical assistance, and education and training programs—to advance the goals of the MTWBC. The position will work in tandem with Prospera's new Small Business Development Center Regional Director and other national Women's Business Centers to capitalize on existing resources and partnerships that can help clients be successful.

The Program Director is responsible for creating a powerful program that will attract business and thought leaders who can strengthen our impact locally and other communities in Montana. And who can help us provide effective business counseling, mentoring, technical assistance, and professional trainings that help women-owned and women-led businesses grow in Montana. In 2019, the MTWBC won the national honor of "Women's Business Center of the Year" and we are looking for a candidate to continue strengthen the program.

Business Development and Counseling (40%)

The MTWBC Program Director will be proactive establishing a business clientele they can confidently help with starting, managing, and growing a small business in Montana. The position is responsible for program metrics that includes: total clients, businesses counseled, access to capital (grants and financing), jobs, and new business starts.

- Recruit, manage and develop a pipeline of small business clients that can benefit from business counseling and assistance.
- Coordinate on-boarding and client records in Neoserra.
- Explore ways to innovate and design improved outcomes for clients.
- Manage client communications, and business assistance processes, for 8-10 client meetings/week.

- Follow-up with clients to improve their operations with business planning, development strategies, financial review and analysis, marketing assistance, managing a business, cash flow management, business projections, financing, human resources and more.
- Align clients with business development grants, loan financing, and other business assistance.
- Conduct surveys and client outreach for WBC reporting and quality metrics
- Collaborate with our business development team, the SBDC, and the Women's Business Center's to improve the program and processes for helping small businesses.

Professional Business Program and Trainings (40%)

Work with the business development team to plan and implement an annual training, mentoring, and business development program that is innovative and aims for high-quality outcomes.

- Recruit and manage subject matter experts that can deliver coursework, and powerful business development programs that are fun, lively, and effective.
- Seek training and event sponsors to help fund the WBC training program.
- Be the subject matter expert and teach trainings on topics that you are an expert in.
- Manage and track all WBC program income and expenditures.
- Coordinate with Business Advisor to build registration forms in our CRM system, and post on website; sell and fill classes and build a pipeline of training/program clients.
- Coordinate with Business Advisor for all logistics and manage training budgets.
- Design event collateral in canva.com; sourcing logos, photos, and training details.
- Manage multi-channel marketing through our website, Constant Contact, local event calendars, Facebook, and Instagram.
- Promote the increased use of (ed2go.com), our online training platform.

Advisory Board, Fundraising and Outreach (10%)

The Montana Women's Business Center has an active 15-person advisory board that assists with programming, marketing, and fundraising for our scholarship program and the Montana Women's Business Center Impact Grant. The Program Director should enjoy leading boards, building relationships, raising awareness for the program, and assisting in fundraising efforts.

This position has a leadership role to develop a professional network and communicate the services with peers, donors, and state/federal agencies and serves as a representative of Prospera to business members, financial institutions, partner organizations, and professional referrals. Public speaking, guest lecture and teaching, writing success stories, posting website updates, assisting with email and social media communications, and more.

MTWBC Grant Management (10%)

Maintain high level of communication and relationship with SBA, and plan for, and complete all MTWBC grant responsibilities and program metrics

- Write and prepare the annual program technical proposal to SBA, and the WBC grant renewal proposal required every three years.
- Prepare all quarterly reports, program summaries and financials (with Director of Finance) for mid-year and year-end reviews. Quarterly reporting includes narrative reports, financial oversight/review, EDMIS management and client success stories.
- Work with Business Advisor to manage client data entry and reporting in the SBA EDMIS II and Outreach Systems Neoserra reporting database.

- Coordinate positive working relationships with the MTWBC Sub-Center at the Ravalli County Economic Development Authority.

Qualifications

- A college degree; and five-years of direct professional experience with business operations, financial statements and fiscal controls, business accounting, and marketing and communications;
- Demonstrated expertise in Excel creating business projections, financial statements, and business fiscal management;
- Experience with grant management and reporting; preferably with federal agencies;
- High computer literacy; software programs, business apps, POS systems and other business tools and resources;
- Direct experience owning and running a business with employees is a plus.

Desired Skills & Qualities

An ideal MTWBC Program Director will be:

- A connector; someone who loves being involved in the community and connecting our clients to the right business resource, and who will follow up to see results,
- A champion; A skilled communicator; with excellent inter-personal skills for 1:1 counseling and public speaking;
- Curious; willing to take initiative to advance client success;
- Passionate; about Prospera's mission and role servicing the needs of the community;
- Business savvy; can quickly determine needs and solutions for business owners;
- Exceptionally organized and resourceful; loves logistics, educational events and has proven strategies for managing multiple projects and client appointments.
- Marketing and sales focused; someone who can clearly communicate the work that the program does and can share success stories to help gain supporters.

Work Conditions

Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is generally Monday–Friday, 8-5pm. Modest local, state, and national travel is required. This position is based in Bozeman, MT. This is not a remote work position.

Compensation

This is a full-time salaried exempt position. Salary range of \$48,000-65,000 DOE. Benefits package includes 20 paid time-off days, 11 paid holidays, health insurance coverage (dental/vision), cash contribution to a Health Savings Account, SIMPLE IRA with a 3% match, and a monthly phone stipend.

To Apply:

Your cover letter will be considered a writing and business communication sample. Apply by sending a detailed cover letter that describes your qualifications and interest in this position, along with a resume, and three professional references.

Immediate applications are accepted and will be reviewed on a rolling basis.

E-mail application: Suzi Berget White at swhite@prosperamt.org with "MTWBC Program Director" in subject line.