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## DIRECTOR OF ENTREPRENEURSHIP - ROCK31

Join Rock31 and become part of the effort to create and sustain a collaborative and supportive community for entrepreneurs!

The Director of Entrepreneurship facilitates the development of the entrepreneur community, provides vision and direction for Rock31—programmed co-working space and services, including incubation, acceleration, meetups and specialized training for entrepreneurs on their path to commercialization.

### **In this job, you would be responsible for:**

- Facilitation of the Rock31 Advisory Council to develop and implement the goals of the program and monitor and drive program success, ensuring a friendly, dynamic, valuable coworking environment to facilitate high member satisfaction.
- Oversight of ROCK31 program operations, including oversight of Rock31 staff, membership development, member relations, member engagement, and Rock31 space management.
- Supporting the business growth of Rock31 member entrepreneurs by developing and delivering training and/or coordinating relevant educational programming, including events, trainings, meetups, mentorship, and networking events.
- Providing 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.
- Oversight of the intake procedures for the selection, performance outcomes and graduation of clients and coworking membership.
- Supporting organizational business/entrepreneurial outreach effort (group & individual) within a 9-county region in partnership with the BSED team.
- Oversight of program budget creation and management and partnering in initiatives to achieve Rock31 funding.
- Participating in BSED leadership initiatives that actively contribute to strategic planning, reporting, special projects, and collaboration.
- Managing and tracking client progress in CRM system.
- Other relevant duties as appropriate.

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

- Bachelor's Degree in Business Management or related field.
- Successful experience managing, starting, owning, or operating a successful business.
- 3-5 years' experience providing professional advising, consulting or training services.
- Experience leading a membership-based organization or association preferred

- Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and be able to travel.
- A combination of education and experience is deemed appropriate for the duties and responsibilities of this position.

*A full job description will be made available during the interview process.*

**Other info you should know:**

- This position reports to a BSED Senior Director.
- This is a full-time, salaried position eligible for our full suite of benefits including medical, dental, retirement (PERS), life insurance, holiday pay, sick pay and three weeks of vacation pay a year.
- We offer wages based on regional market data and commensurate with experience.
- The position is located in Billings, Montana.

**How to Apply:**

1. Fill out an employment application and upload your resume and cover letter by clicking [HERE!](#)
2. Send all inquiries to [Careers@bigskyeda.org](mailto:Careers@bigskyeda.org)

**THIS IS AN IMMEDIATE OPENING AND LOOKING TO BE FILLED ASAP.  
APPLICATION WILL REMAIN OPEN UNTIL POSITION IS FILLED.**

Learn more about the [Rock31 Coworking Space](#)

Check out BSED on [Facebook](#)

Take a behind-the-scenes look of life at BSED on Instagram  
[#lifeatbsed](#)