

Job Description	
Director of Entrepreneurship-Rock31	
Reports To: BSED Executive Director	FLSA Status: Exempt
Position Status: Regular, Full-time; Reports To: Senior BSED Leadership	Revision Date: May 2023

Summary

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. The position is responsible for overseeing program operations, membership development, Rock31 space management, and supporting, training and advising clients, and garnering support and counsel from key stakeholders, mentors and entrepreneurship programs and initiatives throughout the state.

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.

Rock31 Program Management

1. Sustain and grow Rock31 membership and the impact of the program for individual entrepreneurs and the community
2. Support the business growth of Rock31 member entrepreneurs, and ensure a friendly, dynamic, valuable coworking environment to facilitate high member satisfaction.
3. Develop, implement and manage Rock31 operating policies and procedures to assure success of the program and the member experience
4. Develop and implement entrepreneur-support programming and engagement to add real value to the membership and their entrepreneurial endeavors
5. Oversee the Rock31 culture to ensure new members fit within the Rock31 values, dynamics and mission, and the Rock31 community remains “give first” and collaborative
6. Oversee the intake procedures for the selection, performance outcomes and graduation of clients and coworking membership.
7. Oversee the Rock31 Community Manager position to assure the execution of duties related to membership support

8. Partner with internal and external resources to spearhead events, trainings, meetups, mentorship, networking events to engage members and others in the support of the Rock31's mission (i.e., Weekly Founders Meeting)
9. Sustain healthy, impactful engagement among members, and BSED and community partners
10. Lead and facilitate regular meetups in conjunction with local founders to ensure the growth of the entrepreneurial ecosystem in the community.
11. Support organizational business/entrepreneurial outreach effort (group & individual) within a 9-county region in partnership with the BSED team.
12. Partner in the initiatives to achieve Rock31 funding and facility-development goals.
13. Co-plan, host and lead local pitch competitions and hyper accelerators, including events with area high schools and colleges.
14. Provide additional planning and management as needed to effectively deploy, sustain & grow the program, including program budget creation and management.

Program Accountability

1. Facilitate the Rock31 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 and Advisory Council.

Consulting/Training and Resource Development 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, collaborate, 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.
4. Work to grow a Yellowstone angel investment community
5. Execute the Rock31 consumer produce accelerator in partnership with the SBDC
6. Facilitate investor pitch events for high growth companies
7. Partner with Early Stage Montana, and others, to provide pitch trainings/competitions and startup weekend events for Billings businesses
8. Partner with our colleges/universities and high schools for annual entrepreneur training and events (i.e., Valley Credit Union HIVE Event)

Other Responsibilities

1. Direct the recruitment and engagement of mentors for the Rock31 Mentor Network in partnership with the SBDC team.
2. Oversee the Rock31 Café Incubator in partnership with the SBDC
3. Participate in BSED leadership initiatives that actively contribute to strategic planning, reporting, special projects, and collaboration.
4. Manage and track client progress in CRM system.

5. Participate in Big Sky Economic Development collaborative projects as assigned.
6. Other relevant duties as appropriate.

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. Values Driven – exemplifies a give first, radically inclusive mentality.
4. Emotional Intelligence – ability to recognize and discern emotions to guide thinking and behavior to adapt to dynamic environments and collaborative teams.
5. Interpersonal Relations - ability to deliver exceptional customer service by exceeding the expectations of clients, stakeholders and colleagues with every encounter.
6. 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.
7. 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.
8. Presentation/Facilitation Skills – ability to present, facilitate and lead small and large groups with varying level of expertise.
9. 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.
10. 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.
11. 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.
12. Tech Startup Proficiency - Ability to speak the language of technology to effectively counsel and guide tech startups and connect them with available resources.

13. Teamwork Oriented – ability to effectively align within a collaborative effort to achieve common goals and outcomes.
14. 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
- Successful experience managing, starting, owning, operating a successful business
- 3-5 years’ experience providing professional advising, consulting or training services
- Experience leading a membership-based organization or association preferred

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 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

This job requires the ability to work on a computer for prolonged periods of time, perform data entry, hear and speak (with clarity), and be able to lift or move up to 25 pounds. Specific vision abilities 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 frequency.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s). Duties, responsibilities and activities may change at any time with or without notice.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Big Sky EDA reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Printed Name

Date