

## JOB DESCRIPTION

<b>Job Title</b>	Coordinator of Entrepreneurship and Industry Initiatives
<b>Department</b>	Business Development
<b>Reports To</b>	Senior Vice President/Business Development
<b>Positions Supervised</b>	None
<b>FLSA Status</b>	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

The Coordinator of Entrepreneurship and Industry Initiatives provides management and outreach in the City of Kansas City, Missouri with high growth companies and programs that serve startup entrepreneurs. In addition, this position will research and convene special initiatives for specific sectors in Kansas City, Missouri. The position will also will have responsibility at the EDC of the LaunchKC initiative with our program partners.

## Essential Job Functions

- Must have a strong passion for building a robust entrepreneurial culture and developing successful businesses in Kansas City
- Must demonstrate the ability to assist the Board with a long-term vision with the goal of generating superior growth for the EDC in this area
- Preferred experience with or in a start-up entity and early-stage business funding.
- Must be able to convene and participate in municipal and regional groups in order to advance entrepreneurship programming and resources to generate more high growth companies.
- Responsible for directing recruitment efforts of growth companies within key strategic industries.
- Responsible for developing relationships with funders, venture capital outlets, and angel investors to increase the capacity for capital access in Kansas City.
- Collaborate with staff to produce research on specific key industry drivers and opportunities for Kansas City, Missouri in high growth economic development.
- Assist in creating marketing campaigns to identify Kansas City, Missouri as a choice place to locate a business and as an area rich with support for entrepreneurship.
- Financial acumen with the ability to analyze financial documents.
- Superior planning and organizational skills coupled with excellent attention to detail.
- Must be a creative thinker with the ability to adapt to the changing needs of the organization.
- Exposure to and experience with fund development, including knowledge of and or success in obtaining corporate and individual gifts and corporate and foundation grants.
- Demonstrated ability to make presentations to a variety of groups including potential foundation donors, companies, entrepreneurs, and media.

## Ancillary Job Functions

- Research industry trends and research developing incentive programs.

- Industry cluster experience is required.

**Education and Experience** – An equivalent combination of education, training, and experience will be considered.

- A minimum of 3 years of direct economic development experience is required.
- Bachelor's degree in business, public administration, economics or related field. An MBA or Master's Degree is preferred but not required.
- A minimum of 3 years of general business experience, as well as 1 year of experience with university resources and venture capital related programming, is preferred.
- Ability to interact and engage with C level executives is a must.
- Must have a valid driver's license
- Kansas City, MO residency is required

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Strong communication skills both for verbal and written presentations
- Ability to understand contracts and agency incentives
- Needs to be a self-starter that can make well-informed decisions and must have the ability to work effectively alone and as a team member.
- Ability to learn quickly and adapt to new situations.
- Proficient with Microsoft Office and Access.
- Knowledge of Google Analytics and data analytics tools would be useful.
- Sales knowledge
- The position requires the ability to multi-task, build relationships with both institutions and individuals, and have excellent time management skills.
- Ability to work as a team.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Occasional varying, inclement outdoor weather conditions.
- Occasional hazardous traffic conditions.
- Moderate noise (office with typewriters, photocopiers, phones ringing, etc).

**Physical Abilities** commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Some overnight travel will be required.
- Ability to regularly talk on the phone and hear the other party.
- Ability to frequently sit and stand and drive to client meetings.
- Possess precise hand-eye coordination.
- Ability to frequently type and write.
- Occasionally lift 10-20 pounds.
- Clarity of vision at 20 feet or more.
- Clarity of vision at 20 inches or less.