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| **Job title** | *Women's Business Center Manager* |
| **Reports to** | *Chief Program Officer* |

**Company Description**

ASSETS is a dynamic, innovative, and growing non-profit organization focused on transforming communities through business. We’re a diverse team of innovators with extensive experience in entrepreneurship, social change, and economic development. ASSETS offers in-depth training and financing for entrepreneurs and works with established businesses to improve their social and environmental impact. We believe in harnessing the power of business to alleviate poverty and build vibrant and sustainable communities.

**Position Summary**

Since 1993, ASSETS has provided training and technical assistance for entrepreneurs and in 2014, began offering loans. In 2015, ASSETS began a partnership with the Small Business Administration to host a Women’s Business Center in Lancaster. Over the past few years, the Women’s Business Center has become a hub for entrepreneurship and innovation in Lancaster, with a unique and important focus on female entrepreneurs. In collaboration with the Chief Program Officer and the rest of the ASSETS team, this manager position will be responsible for implementing all aspects of the Women’s Business Center and will ensure that resources are relevant, impactful, and of the highest quality.

Additionally, this position will be responsible for administering the SBA grant which funds the activities. We are searching for an intellectually curious and community-minded innovator and administrator to join our team. This position will play an essential part in helping ASSETS and the Women’s Business Center continue to meet its goal of transforming our community through business.

**Primary Responsibilities**

This position Is 100% dedicated to the Women's Business Center at ASSETS, funded through a cooperative agreement with the U.S. Small Business Administration:

**Entrepreneur Training**

* Develop and ensure the delivery of high-quality business training programs that are responsive to the needs of the business community.
* Ensure that the resources necessary for program delivery are available and appropriate (including curriculum, trainers, volunteers, meeting space, etc.)
* Provide one-on-one counseling and coaching to existing and prospective entrepreneurs providing clients with guidance in all aspects of business.
* In collaboration with the Chief Program Officer, create a detailed implementation and resource plan for all the personnel and resources the WBC programming requires.
* Maintain partnerships with colleagues, individuals, and organizations to enhance program success and expand the network of resources to which clients have access.
* Interview prospective clients to assess readiness for programs.
* Create a plan for each client based on their needs, including peer circles, workshops, individual technical assistance, or referrals to other ASSETS or community programs.
* Communicate with each client about their goals, questions, or additional support needed.
* Coordinate Volunteers needed for all Entrepreneur Training programs.

**Women’s Business Center Program Organization**

* Maintain up-to-date client files and other program documentation in accordance with SBA and ASSETS guidelines and ensure that all SBA WBC administrative policies are followed.
* Coordinate and participate in regular meetings of the WBC Advisory Board and general ASSETS meetings as required.
* Participate in all SBA WBC calls and meetings.
* File quarterly reports with SBA and other funders as required in conjunction with the Director of Finance and Administration.
* Plan for and track all in-kind activities to maximize program effectiveness and meet SBA requirements.
* Oversee and approve WBC budget and expenditures and ensure that all activities fall within budget parameters.

Marketing

* Support marketing activities by providing accurate and timely program information, client data, and inspirational client stories.

Community Leadership

* Serve as an advocate of small business development and women’s entrepreneurship in the Lancaster Community.
* The successful candidate should have a demonstrated commitment to economic equity and the collaborative approach to addressing the issues and needs of women entrepreneurs as well as of the general community challenges.

The WBC Manager will perform other duties as assigned by the Chief Program Officer or required by the SBA WBC program.

**Minimum Qualifications**

* Commitment to the mission and programs of ASSETS.
* Experience or education in entrepreneurship, small business operations or program management.
* Experience with grant management and reporting.
* Extremely Detail Oriented.
* Bachelor’s degree in business or accounting or relevant professional experience.
* Proficient with Microsoft Excel and Word, and Google sheets and docs.
* Comfortable with minimal supervision.
* Driven by deadlines and routines.
* Ability to lift 25 lbs.

**Working conditions**

ASSETS is an office-based organization. You may share a room with other staff, or even work in a large area alone. The work can be challenging at times with responsibilities for meeting targets and deadlines. Dress can be business casual to professional depending upon occasion. The noise level in the work environment is usually quiet to moderate.

**Physical requirements**

The physical demands are typical of an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.