

## **Director of Entrepreneurship**

**Directly Applicable Experience:** 4-7+ years

**Position-related KSA's (knowledge, skills, abilities):** Demonstrated Mastery of Entrepreneurship Teaching/Learning, Current Knowledge of Startup Culture, Understanding of Investment Options for Startups, Involvement in Local Ecosystems or Community Economic Development

**Degree:** Bachelors

**Position Summary:** The Director of Entrepreneurship is responsible for creating and implementing high quality educational and mentorship experiences that help create more startups in our region and accelerates their growth over time.

### **Program Management:**

- Lead and manage VVM's Startup Accelerator program; be responsible for the ultimate success as stated in the Strategic Plan (KPIs).
- Work with partners to create and implement a high-quality Summer Venture Collegiate Program, currently co-hosted with Umass Amherst.
- Recruit and manage contract employees and volunteers responsible for supporting the Accelerator (Fellows, Assistants, Speakers, Mentors, Entrepreneurs in Residence).
- Develop and implement a startup recruitment outreach plan to attract regular startup participation in Community Nights, Mentorship, and Accelerator Programs.
- Ensure an unbiased and competitive process of selection of all startups for Startup Accelerator (SUA) programs, including reviewing applications, screening, due diligence.
- Serve as the lead point person for all startups throughout the program: mentoring one-on-one, connecting with mentors and funders, working on pitch-decks and communication, strategizing with entrepreneurs about how to make the most of investors, mentors, and partners.
- Develop the Startup Accelerator program plan and curriculum, and then own the overall responsibility for the successful execution of the program, including arranging effective and diverse people/resources for program and workshop delivery.
- Oversee ongoing improvement of the Mentorship program and curriculum.
- Manage the Everwise online mentorship platform and become a Power User.
- Oversee budget for Mentorship and SUA program to ensure proper allocation of funds and efficiency.
- Own the overall logistics and programming of the SUA program, including calendar management (mentors, speakers, and events).
- Oversee the overall programming resources for the Mentorship Program, including Mentor recruitment, speaker engagement, Subject Matter Expert advisors, etc.
- Source and negotiate with vendors and suppliers, with support from fellows.
- Share in collective fundraising/partnership revenue/stewardship goals with VVM Team.
- Plan and run graduations and demo days that represent the success of VVM startups.

### **Mentor and Advisor Relations**

- Actively recruit mentors and partners to participate in all VVM programs, including Lead Mentors for Mentorship and Accelerators, and judges for demo days.
- Provide skill-based Mentor and EIR matching based on startup needs.
- Lead Program Manager in creating and delivering Lead Mentor and Mentorship Training.
- As possible, engage mentors as donors and/or investors.
- Engage VVM Alumni in SUA Program.

### **Partnerships**

- Manage relationships with partners, sponsors, and clients as they relate to program engagement.
- Be responsible for meeting stated KPIs around program partnerships, both revenue-generating and in-kind.
- Represent VVM in the local community, both actively and passively.
- Develop meaningful and beneficial relationships across the VVM ecosystem.

### **Program Evaluation**

- Ensure all VVM programs follow best practices and that content and curriculum delivering the best possible experience for startups, entrepreneurs and mentors while meeting VVM's strategic goals.
- Create quarterly data reports for internal review to conduct retrospectives on program activities.
- Develop and track quality, operational execution, and customer success metrics.
- Complete Annual Impact report and collect all the data necessary to complete it, guiding Fellows who may assist with the data analysis.