



Title: Director, Minority Business Accelerator

FLSA Status: Exempt

Reports to: Chief Operating Officer

Location: Tampa, FL

Objective

Under the leadership of the Chief Operating Officer, directs and manages the minority business accelerator (MBA) program using the resources of the Greater Tampa Chamber of Commerce (GTCC) to achieve targeted measurable results.

Responsibilities

- Directs and implements all recruitment, programming, planning logistics and funding for the MBA program
- Coordinate, partner with and serves as the direct contact with all volunteer resources involved in the MBA program
- Inventory appropriate business and community organizations to partner and assist with the MBA program referrals, advisors, subject matter experts and foster relationships with those organizations
- Build relationships for a strong and consistent referral funnel with strategic industry and organizations
- Develop, implement and be accountable for the annual program budget
- Work with volunteers to continually enhance a two-year program to be implemented for businesses participating in the MBA program
- Implement a “dashboard” to measure progress toward the goals
- Create an alumni group for graduated cohorts to continue to grow and develop
- Work with the Marketing & Communications Department to create and implement a communication tool to keep GTCC members and the community at large informed about the MBA program

- Work with the Membership Department to identify prospective members that will assist in promoting of the MBA
- Maintain founding sponsors and identify other funding sources to help grow the financial sustainability of the MBA program
- Document all programmatic and statistical information of the MBA program to demonstrate alignment with the ten-year vision plan
- Other duties and tasks as required

Specifications

- Bachelor's Degree required or commensurate work experience;
- Demonstrated success in program, management and planning, 5+ years of experience required; experience in diversity/inclusion programming preferred
- Experience in small business financial and organizational planning
- Excellent verbal, written and negotiation and organizational skills
- Excellent customer service skills
- Strong sense of ownership, work ethic, accountability and strategic thinking
- Able to perform job functions and tasks with minimal daily supervision
- Able to multi-task
- Experience and proficiency with Microsoft Office software
- Able to learn and effectively and efficiently use Chamber management and database software
- Must conduct yourself in a professional manner
- Flexible scheduling required – including early mornings and evenings during the week

Relationships/Accountabilities

- Accountable to COO to handle all program deliverables
- Responsible to meet and manage expectations of MBA participants, volunteers, speakers and sponsors
- Responsible for adherence to all Chamber policies and procedures
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence, teamwork, dignity and respect.
- Exhibits a total commitment to maintaining high quality service standards of the Greater Tampa Chamber of Commerce; demonstrates service excellence skills in dealing proactively with members, visitors, colleagues and all Chamber contacts.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. All applicants are subject to pre-employment drug and background screenings.