**Program Manager for Collaborative Promoting Small Business Development**

Public Education and Community Outreach

* Work with city and county agencies to ensure small business resources are referred.
* Staff booths at regional conferences and meetings of business associations
* Coordinate presentations for micro-lenders and service providers to bank branch offices, chambers of commerce, small business programs, and university classes.
* Coordinate public education activities.
* Conduct community outreach on behalf of the Collaborative
* Coordinate policy efforts

Project Management

* Work with Contractor to support the launch of the Resource Navigator. Manage outreach to business service providers and lenders and nonprofits, chambers who work with small business owners or those who are considering opening a business. Ensure the Resource Navigator is updated with correct information about resources available, correct contacts, calendar of events monthly of these agencies. This will involve visiting partner sites, learning about what they do, and encouraging the referral process.
* Coordinate initiatives as directed by the board of directors

Fund Development

* Fundraise including developing grant narrative and submitting grants in a timely manner.
* Cultivate funders
* Report on the results of the grant project

Communications

* Social Media: a) provide an e-newsletter at least once a month, highlight a resource, providing workshop info, promoting events of partners. B) social media posts at least once a week, c) website updates, work with website contractor to improve SEO d) keep database updated.
* Update marketing documents such as annual impact document, postcard
* Maintain regular communications to the database of partners and stakeholders, and update website content (with IT contractor) and social media.

Event Management

* Coordinate logistics of events such as securing the facilities, food, and audio-visuals
* Coordinate speakers and participant materials
* Manage registration, marketing and related communications regarding event

Board Support

* Oversee the implementation of MECISC’s action plans for 2018-19
* Facilitate board meetings and working group activities of the board of directors
* Coordinate the board meetings including developing agendas with the Chair, preparing board packets for board meetings and providing meeting minutes.
* Provide monthly activity and progress reports to the board of directors

**Skills and Expertise needed:**

Education: Bachelor’s Degree

Experience: At least five years’ business or nonprofit experience managing and implementing projects, working on committees, facilitating meetings, coordinating events, producing compelling writing to gain support or engagement, and making public presentations.

Expertise: Able to use Word and PowerPoint to produce grant narrative and presentations. Familiarity with common social media platforms such as FaceBook and Twitter, Eventbrite for event registration and Constant Contact to produce a monthly newsletter and Zoom for virtual meetings.

* Possess valid California Driver’s License or Ca. ID and proof of Automobile Insurance and be able to drive to locations throughout the Inland Empire region
* Ability to bend and lift 25 lbs.