

Job Description

Job Title: Director, Jacksonville Women's Business Center (JWBC)
FLSA: Exempt
Date: August, 2023

Job Summary:

Direct the Jacksonville Women's Business Center program, assisting women business owners from every stage of business development, in the Northeast Florida region. Manage JWBC daily operations, programs and services, grant and sponsor deliverables and volunteer engagement. Responsible for attracting, recruiting and retaining clients, overall client services, JWBC staff, volunteers and training. Oversee JWBC strategic goals and initiatives, JWBC events, messaging and marketing efforts, budget management and grant compliance, technology and data needs. Assist with obtaining required matching funds mandated under the Small Business Administration grant. Working with advisory board members to raise matching funds and drive program participation.

Reports To: Executive Director, JAX Chamber Foundation

Essential Duties and Responsibilities:

- Create and deliver entrepreneurial education through training, counseling, and mentoring programs for aspiring and existing women business owners in seven counties in Northeast Florida.
- Responsible for implementing JWBC's strategic directives and action plans.
- Research and implement new programs and services that meet strategic goals and initiatives that are responsive to changing trends.
- Work to achieve each client's success, and capture impact and anecdotal stories.
- Market JWBC services internally and externally; promote other resource partners.
- Responsible for generating program income.
- Recruit and manage all JWBC volunteers including Advisory Board members, task force members, mentors, advisors and counselors.
- Guide board members in securing matching funding, identify potential funders for JWBC program and cultivate relationships with investors.
- Function as JWBC liaison with OWBO and the Small Business Administration; coordinate with local District Office Technical Representative (DOTR).
- Responsible for all SBA program related grant deliverables and compliance as outlined in the Notice of Award including narratives, collecting client and impact data, other related reporting requirements, and budget and funding compliance.
- Fulfill grant and sponsorship requirements.
- Train, direct and supervise JWBC staff.
- Report to JAX Chamber Foundation president and work with the Entrepreneurial Growth Division and Chamber support staff.
- Support a public policy initiative on local, state or federal issues important to or impacting women owned small businesses, with the JAX Chamber and other stakeholders in the region.
- Cultivate relationships with seven county economic development entities, service providers, and local ethnic Chambers for joint programming and program delivery in these outlying counties.
- Serve as JWBC representative with community related organizations, projects, and events. Responsible for speaking engagements to market and promote JWBC.
- Oversee JWBC related Center IC database management and reporting.
- Adheres to all Chamber policies and grant related procedures.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Job Description

Education and Experience Requirements:

- Bachelor's degree required, with a minimum of 5+ years of experience in business, management or related field.
- Entrepreneurial education or experience desired.

Knowledge/Skills/Abilities:

- Ability to work effectively with all levels of internal and external associates/customers/colleagues.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships with all levels within the organization.
- Ability to follow through on issues, make informed decisions that comply with policies and procedures, complete tasks in a timely manner and problem-solve.
- Ability to manage multiple priorities.
- Possess intermediate to advanced level knowledge of Microsoft Office software applications.
- Ability to work with minimal supervision.
- Ability to collaborate in Hybrid Work Environments as it requires more coordination since all your colleagues are not always in the same room as in the office.

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action		Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)
X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting up to 40 pounds of office supplies/equipment
X	Extended periods viewing computer screen	X	Carrying up to 40 pounds of office supplies/equipment
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Standing	X	Reaching
X	Writing	X	Grasping
X	Hearing	X	Repetitive Motions
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date