GORDON COLLEGE  
Position Description

Center for Entrepreneurial Leadership  
Launching Students and Startups

Title: Program Manager

Function:
The Center for Entrepreneurial Leadership (CEL) equips undergraduate students with entrepreneurial skills to create innovative solutions to real-world challenges. Entrepreneurship is unconventional, cross-disciplinary, and action-oriented—all qualities that complement and extend the liberal arts education. Everything we do has relevance for what any career may require. The business of developing practical solutions for real-world issues is a vital process for grounding students’ convictions and elevating their contribution to the world. Entrepreneurship represents a crucible for proving one’s faith and character in the marketplace of ideas and ideals. The Center provides expert faculty, entrepreneurial mentors, workshops, events and a network of exciting organizational partners to encourage this development. The Center oversees the Innovation and Social Enterprise minor—the fastest growing minor on campus. We offer opportunities to dig deep, reach out and start up that offer relevant preparation for life-long learning and a calling to serve.

This position will report to the Director of the Center for Entrepreneurial Leadership (CEL). This role has full-time employee status will be responsible for working with the Director as required to ensure the excellent development of the following significant initiatives:

Description of Duties and Tasks

Essential Responsibilities

- Supervise and manage the team of CEL interns, coordinating deliverables, event planning, and covering updates at weekly team meetings  
  o Foster professional development of the team  
  o Organize and implement at least 1 teambuilding event for the CEL interns each semester
- Support coordination of first-year cohort program, Forrester Venture Fellows  
  o Support Director in recruitment, identification, evaluation and admittance of selective cohort of 10-13 freshman  
  o Build key relationships with 10+ students in key recruiting program  
  o Develop program calendar with Director and plan meaningful, high-quality opportunities to engage in thoughtful conversation about social entrepreneurship  
  o Schedule and direct logistics for the 8-day spring break immersion trip to San Francisco  
  o Maintain cohort relations among 40+ Forrester alumni
- Assist in maintaining and cultivating CEL’s ecosystem of donors, CEL supporters, parents of current and alumni students, and partner relationships among local business and non-profit leaders
- Manage and update Salesforce database regularly
- Assist Director in planning regular CEL newsletters, as well as 2-3 mail campaigns
- Assist Director in donor cultivation, solicitation, and stewardship efforts, including taking part in meetings, phone calls, and networking opportunities

- **Plan and promote Open Coffee, a weekly startup storytelling event featuring entrepreneurs and inspiration on a wide range of venture types**
  - Help the Director schedule 30+ speakers that offer students networking opportunities and internship potentials
  - Oversee CEL intern in the weekly promotion of Open Coffee events

- **Manage and steward the Accelerator Fund, which includes assisting in coordinating and promoting regular Immersion Trips for students from every major to visit innovative organizations in the Greater Boston area and beyond and New Venture Workshops, featuring inspiring and innovative industry leaders**
  - Planning meetings with staff or faculty across campus who want to apply to use the Accelerator Funding
  - Approach departments across campus to encourage funding usage
  - Help advertise immersion trips and new ventures workshops to campus with collaborating departments
  - Process the reimbursement to organizers’ budget lines
  - Create and submit donor report to Development office

- **Organize logistics and promote the annual Startup Sandbox, a weekend venture building competition for students to get consulting on their business or nonprofit venture ideas and compete for part of $1,000 in seed money to take the next steps.**
  - Assist the Director in identifying and managing mentors and judges
  - Organize logistics and event details
  - Manage marketing efforts and promotion to Gordon students, faculty & staff, and CEL ecosystem of 1000+ contacts

- **Organize logistics and promote the annual Social Venture Challenge, a campus-wide competition featuring venture pitches of student teams vying for $10,000 in seed capital to launch the best ideas**
  - Assist the Director in identifying and managing mentors and judges
  - Organize logistics and event details of weekly workshops, semi-finals, and the final showcase
  - Manage marketing efforts and promotion to Gordon students, faculty & staff, local press, CEL ecosystem of 1000+ contacts, and greater Gordon community

- **Assist the Director in coordination and promotion of Gordon College’s partnership with Praxis Labs, culminating in a summer Praxis Academy, a week-long workshop for college teams**
  - Assist the Director in recruiting, evaluating, and awarding 12 scholarships for students to have the chance to network among peers for 50+ top institutions across the country

- **Regular upkeep and reporting of CEL’s budget**
  - Complete monthly expense reports, reimbursements and processing check requests
  - Track projected and actual expenses, and make sure cash flow stays positive

Another way to describe the various duties of this role is to consider the type of work necessary to fulfill the above initiatives:

**Student Engagement (20%)**:
- Champion and promote CEL programs, initiatives, and entrepreneurial thinking among the Gordon student body, and among faculty and staff
- Regular meetings with students, faculty, and staff from around campus to build relationships, develop rapport, and develop partnership opportunities

Project and Event Management (60%):
- Manage the schedule and deadlines, as necessary, in order to coordinate the successful implementation of various projects and events
- Communicate and coordinate with a wide variety of external stakeholders, service providers and partners on and off campus in a professional manner

Research (5%):
- Perform various kinds of primary and secondary research for evaluating Center initiatives, student-led ventures, and client consulting projects. To the extent possible, this research would be analyzed and completed in close to ‘final presentation’ standard without Director supervision.

General Administration (15%):
- Be professional and responsible as required in basic administrative duties: phone communication, printing of marketing, project and event-based material, copy making and mail handling, filing, running various errands, managing requests for and collection of bids from vendors, and other administrative functions. Where possible, many of these tasks may be delegated to student interns.
- Some conference and event travel may be required (but outside local region no more than 1-2 times/year)

**Required Knowledge, Skills and Abilities**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

- Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
- Desirable traits:
  - Optimistic, honest and self-motivated
  - Practical orientation toward implementation and action
  - Understanding and passion for student development
  - Proactive bias for working independently; anticipating the projects that will best fulfill the mission of the Center and possessing the self-discipline and self-directedness to stay productive in support of this mission
- This person will be an independent representative of the Center for Entrepreneurial Leadership to clients and partners and must have a capacity for relationship building and for building report among constituents on and off campus
- Must execute well and possess attention to detail required to perform basic program management, administrative, scheduling and other duties
- Must have clear and professional written and verbal communication skills
- This person will be a leader among the support staff and will need to have strong organizational and computer skills and good facility with administrative systems and processes
- A professionalism suitable for speaking with, and earning the respect of, top executives, faculty and (less frequently) members of the press
- Undergraduate degree
- At least one year of relevant experience desirable
- Project management experience required
- Employee may need to travel in/around the Northshore and Greater Boston, often during working hours
- Personal and reliable vehicle desirable

**Compensation:**
- Basic salary will be competitive. Raises, bonuses and other performance-based pay are unlikely in the first year, but also may be part of compensation over time. The Center will reimburse for business-related expenses and offer an in-kind assistance and training where feasible.

**Timing & Term:**
- This is a full-time position working out of the Center for Entrepreneurial Leadership (Jenks Library, Office 218) or common meeting areas in the vicinity of the Gordon campus. The initial term of this role may start as soon as January 2020 and has no fixed ending.

All interested parties should email resumes and cover letters to Jocelyn.cook@gordon.edu.

Position Code: CEL-PRGCO-1
Grade: 4
FLSA Status: Non-exempt