



Job Description
Small Business/Entrepreneur Development Associate

Employment Classification & Job Status: Exempt & At Will

Reports To: Vice President

Duties & Responsibilities:

- Oversees development and maintenance of events and programs to support Small Businesses and Entrepreneurs in the Alamance County Community
- Manages annual grant applications for Accelerate Alamance (Small Business grant program)
- Generates custom research as requested by clients, members and the business community
- Creates, maintains, and regularly updates content for Small Business & Entrepreneur Development webpage
- Create and maintain a Small Business/Entrepreneur database
- Create, maintain database of, and establish relationships with Small Business/Entrepreneurial resources
- Prepares materials for and makes oral presentations as required
- Maintains a comprehensive communication plan for Small Business and Entrepreneurship
- Plans and coordinates monthly business development series
- Plans and coordinates annual Entrepreneur Development Event
- Performs other duties as assigned

Skills Required:

- Education – Minimum of Bachelor's Degree or Associates degree in combination with appropriate level of work experience
- Work Experience – minimum of three years of experience in related field(s)
- Must be highly organized; ability to conceptualize but also very attentive to detail
- Possess excellent written and oral communication skills
- Comfortable with public speaking and/or making presentations
- Excellent computer skills particularly with MS Office Suite, Excel, Word, PowerPoint, Wordpress, Adobe Acrobat and Illustrator. Also, can operate general office equipment, digital camera, etc.

- Self-motivated and directed and able to work independently with little supervision
- Comfortable with deadlines but also able to quickly shift focus and/or priorities
- Able to multi-task in a fast-paced and dynamic work environment
- Ability to interact and communicate with diverse personalities and constituents
- Event planning and management skills and/or experience
- Possess valid driver's license and can lift at least 35 pounds.

Evaluation: Annual performance review by Chamber President. Evaluated against program goals and objectives, ability to complete assigned tasks in form and manner that meets/exceeds customer expectations.

May 2018