



Position Title: Entrepreneurship/Startup Manager

Terms: Full-Time, Non-Exempt

Department: Economic Development

Location: 300 N Broadway Ste 3A, Green Bay, WI

Reports To: Vice President of Economic Development

The Greater Green Bay Chamber is seeking a highly motivated, dependable, creative, fun, and energetic person to serve as the Entrepreneurship/Startup Manager. Working with a dedicated and high-performing team, the ideal person will drive and deliver results to help us achieve our measures of success while working with their team and stakeholders dedicated to the mission and goals of the Greater Green Bay Chamber.

About Us:

Established in 1882, the Greater Green Bay Chamber's mission is to strengthen member businesses, enhance economic and workforce development, and improve the quality of life in our community and region.

About the Role:

The Manager of Entrepreneurship/Startup is a client facing role serving as a trusted resource for advice, expertise, guidance, and connections on starting and building a business. This position entails continually having a pulse on supporting the needs of the Greater Green Bay market for entrepreneurs, startups and stakeholders in innovation. This position requires being able to both lead and collaborate with internal and external stakeholders, bringing to market, solutions and resources with the goal of activating and supporting an inclusive, vibrant, connected, and thriving entrepreneurial/startup ecosystem.

Responsibilities:

- Develop, manage and lean into relationships, creating positive and effective partnerships with all stakeholders and partners in the entrepreneurship/startup ecosystem
- Develop and manage effective entrepreneurship/startup programs, including; developing programs with goals and objectives, collaborating with consultants/supporting partners, engaging clients and tracking and reporting on results and deliverables
- Provide day to day interaction and guidance to support entrepreneurs/startups, including offering mentorship/coaching, connecting entrepreneurs/startups with industry experts and advisors, and providing resources and tools to help them succeed
- Play a lead role in activating our hub spaces including, but not limited to, marketing and development of potential clients/tenants and, finding partners that provide relevant services and support for entrepreneurs/startups in our hubs, ensuring consistent and on-going content, resources, programming is available, and continuously driving our entrepreneurship/startup value proposition
- Provide regular reporting of KPI's, monthly, quarterly, yearly or ad hoc as needed, internally and externally



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- Regularly attend community and industry meetings/events to build relationships, learn about relevant economic development activities, bring forward opportunities and resources, as well as provide briefings and updates to stakeholders
- Assist marketing in sharing relevant content, including in our economic development social media channels, to tell the stories of that help drive business growth and expansion across our community
- Accountable for working with VP to develop/manage budget for Entrepreneurial/Startup programs, activation in our Hubs and additional as directed. Analyze monthly performance, identify variances, and make modifications as necessary
- Potential to have direct reports
- All other duties as assigned by VP of Economic Development

Candidate Requirements:

- Experience with entrepreneurship/startups, small businesses, economic development, business development, leadership roles or like industry strongly preferred
- Demonstrated experience/engagement specifically with startups/small businesses, and the supporting ecosystem strongly preferred
- Higher education/degrees/certificates in fields relevant to this work, desired
- Must have demonstrated experience in role(s) with direct customer contact, business development, building positive client relationships, and strong collaboration skills
- Must have strong written and oral communications skills, and ability to handle sensitive and confidential information in a responsible manner
- Must have ability to work both independently, as well as with a team
- Strong appetite for/or experience in demonstrating and driving creative thinking and innovative ideas
- Must be willing to travel locally, have a valid driver's license and reliable transportation
- Understanding of economic and business development, and other economic development principles, practices, methods, and techniques desired
- Grant writing experience a plus

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