



## Southern Minnesota Initiative Foundation Position Description

### **Position Title: Community and Business Diversity Specialist**

#### **Position Overview:**

This position will be responsible for expanding The Prosperity Initiative, a program piloted in 2015-2017 impacting over 30 clients in our 20 counties of southern Minnesota. SMIF seeks an individual who is self-motivated, passionate about minority business ownership and understands the importance of partnership and community engagement. This position has the opportunity to accelerate a recent piloted program, take the early learnings and expand the program's impact. This individual must be comfortable with facilitation, have the ability to meet deadlines and appreciate the importance of funding and evaluation. This work will also require the willingness to be trained as a community coach to deliver with a team of four individuals the Rural Entrepreneurial Ventures (REV) Program, a partnership with the Blandin Foundation.

#### **MAJOR RESPONSIBILITIES:**

#### **Major Duties and Responsibilities:**

- Strategic Oversight, implementation and expansion of The Prosperity Initiative. Community Coach for Rural Entrepreneurial Ventures (REV).
- Program development, implementation and evaluation
- Identify, develop and foster relationships among various external organizations who are active in supporting entrepreneurship among diverse populations.
- Implement measurable goals specific to The Prosperity Initiative and SMIF's grantors of the program
- Evaluate the overall program effectiveness and design new innovative opportunities to enhance the program to increase business opportunities across southern Minnesota.
- Develop and manage annual work plan and budget for The Prosperity Initiative
- Engage partnerships to frequently gain program feedback and understanding generating new ideas and opportunities to support program outcomes and impact.
- Work closely with SMIF's Business Team to promote the program and identify needed resources and training opportunities
- Provide coaching leadership through the Rural Entrepreneur Ventures program

#### **Qualifications/Competencies**

- Self-starter who can build partnerships and relationships.
- Excellent oral and written communication skills.
- Ability to coordinate and prioritize multiple projects.





- Ability to take organizational information and articulate to broad audience.
- Self-motivated with ability to generate effective solutions and meet deadlines.
- Familiarity working with minority populations and business trainings
- Ability to work effectively with a broad range of people and styles.
- Ability to work effectively in a fast paced, creative, changing environment.
- Demonstrate high standards of work ethics and integrity
- Familiarity with Southern Minnesota helpful
- Experience with grant research and submission
- Experience and understanding to implement program evaluations

Education/Experience/Requirements

- A bachelor's degree
- Competent computer skills including Microsoft: Word, Excel, Access, PowerPoint,

Reports to: Vice President of Economic Development

FLSA Status

Manager

Date

X Exempt     Non-Exempt

Yes     No

Updated November 2017

This position description is not intended to be an exhaustive list of all duties, responsibilities and competencies required of this position. Employees are held accountable for all aspects of the job, which are subject to change at any time.

