Position Description

Title: Managing Director, Maryland Women's Business Center

Accountability: Reports to Executive Director, Rockville Economic Development, Inc.

Rockville Economic Development, Inc. (REDI), a nonprofit organization, was founded in 1997 by The City of Rockville to serve as the economic development agency for the City. Today with a budget of $1.5 million, it helps businesses launch, locate and expand. In 2010, REDI established the Maryland Women's Business Center (MWBC) to help women throughout the region start and grow businesses positioned for long-term growth through training, business counseling and other resources. Now funded in part through a Cooperative Agreement with the U.S. Small Business Administration, MWBC hosts more than 120 workshops a year and interacts with more than 1,600 clients through its various services and programs. Learn more about MWBC at www.marylandwbc.org and REDI at www.rockvilleredi.org.

DUTIES AND RESPONSIBILITIES:

• Manage daily operations of the Maryland Women's Business Center (MWBC).

• Responsible for annual budget of $500,000 and leading a staff of four, contractors and volunteer professionals to execute MWBC program goals.

• Work with the REDI Executive Director, Board of Directors and Advisory Board to set direction for the Center's strategies, implement work plans and track progress.

Financial and Grants Management:

• Responsible for fiscal management of MWBC to ensure resource and programmatic goals are met.

• Develop MWBC annual budget, track actual expenses to budget and report to REDI Board of Directors and its Executive and Finance Committees on financial position of the Center and market risks.

• Responsible for grants management for the Center, including proposals and applications, reporting and invoicing, etc.

• Ensure essential data is collected, maintained and reported properly as required by funders.

• Interact with U.S. Small Business Administration (SBA) to ensure compliance with grant and regulatory obligations, and maintain a productive, responsive relationship with SBA.

• Actively seek non-Federal funding from state and local government, corporations and foundations to raise matching amounts required by SBA and meet other Center goals.
MARKETING AND PUBLIC RELATIONS:

- Develop and manage relationships with diverse stakeholders, including funders, community members, nonprofits, businesses and government officials at local and national levels.
- Publicize MWBC and its programs through a variety of mechanisms including media opportunities, website, social media, print channels and trade show attendance.
- Build and maintain network with organizations that support entrepreneurs.
- Oversee signature awards event honoring women entrepreneurs.
- Engage Advisory Board in regular communication to maximize members’ time, expertise & resources.
- Supervise the training and business counseling programs to ensure a diverse population of women is supported in compliance with funder requirements.

ADMINISTRATION:

- Help foster an organizational culture that encourages collaboration and accountability.
- Work with Executive Director to manage human resource functions for Center employees, including recruiting talent, staff development, performance evaluation, promotion and compensation discussions.
- Provide business counseling and workshop training as needed.
- Develop and support special initiatives.

QUALIFICATIONS:

- Advanced degree in Business or related field, or Bachelor’s degree and minimum of 6 years in senior leadership role, preferably in the nonprofit sector.
- Substantial experience supporting small business development and management training.
- Familiarity with women’s business issues.
- Strong financial acumen with demonstrated experience in budget planning and forecasting.
- Proven record of generating revenue from private and public sources; proposal and grant development experience.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated ability to collaborate with diverse stakeholders and balance competing interests.

COMPENSATION:

- Commensurate with qualifications and experience.
- Full-time position benefits: paid holidays and annual leave, health care benefits, 3% matching contribution to a Simple IRA plan, and parking in office location.

APPLICATION:

- Submission of applications (résumé with cover letter indicating interest) and nominations via email to HR@rockvilleredi.org are encouraged by March 25, 2020, when application review will commence.

Rockville Economic Development, Inc. is an Equal Opportunity Employer.

Rockville Economic Development, Inc. • 51 Monroe Street, PE-20 • Rockville, Maryland 20850

www.RockvilleREDI.org • www.MarylandWBC.org