



International Business Innovation Association (InBIA)

**Communications Coordinator – EBLP**

Position Description

**About InBIA:**

InBIA is a global nonprofit with over 1,200 members that lead entrepreneur support organizations (ESOs) in 32 countries. For close to 40 years, InBIA has provided industry best practices through education while enabling collaboration, mentorship, peer-based learning and the sharing of innovative ideas for entrepreneurs across the globe. InBIA is the premier organization for business incubators, accelerators, coworking spaces and other types of ESOs.

**Opportunity:**

InBIA seeks a part-time contractor to develop, implement and coordinate communications related InBIA’s Ecosystem Building Leadership Project, beginning immediately. The Communications Coordinator - EBLP is a grant-funded, part-time position responsible for ensuring the successful execution of the Ecosystem Building Leadership Project in a manner that is inclusive, transparent and meets the expectations of the Ewing Marion Kauffman Foundation. The purpose of the program is to provide support for a collaborative process to design an entity to lead and advance the entrepreneurial ecosystem building field of practice in the United States. The project is designed to achieve the following outputs and outcomes:

Ecosystem Building Leadership Program – Outputs and Outcomes	
Outputs	Outcomes
By March 2022, InBIA will set up a web-based communication platform, open to the public, to document the design process, solicit input and share progress with stakeholders, as measured by program records.	By June 2022, at least 100 people will provide feedback or input into the process, via the communication platform and web-based methods, as measured by program records.
By May 2022, InBIA will convene at least 25 people and 10 national resource provider	By September 2022, at least 50% of design process participants will express interest in

organizations and will report demographic data of process participants by race/ethnicity and gender, as measured by program records.	continuing to engage with the next phase of launching the new entity, as measured by program records.
By August 2022, InBIA will share a final draft organizational charter (including mission, strategies, structure, and business model) on the project website, for public comment, as measured by program records.	By September 2022, at least three organizations will have expressed interest in participating in a pilot project during the next phase of the effort, as measured by program records.

The ideal candidate will have several years of experience in communications work – including writing, editing, collaborating with others, encouraging connection, etc. – and will be able to thrive in a fast-paced, entrepreneurial environment.

**Position Summary:**

The Communications Coordinator – EBLP will report directly to the Programs Manager – EBLP and will be responsible for creating, implementing and managing the communications strategy to connect practitioners, communicate with stakeholders, prepare and conduct surveys, and more. The position will coordinate day-to-day communications related to all activities of the project so practitioners across the field have the information and connections they need for the project to be successful.

**Principal Responsibilities:**

- Working with the Programs Manager – EBLP to identify all the communications tasks related to grant activities
- Creating and implementing a comprehensive communications strategy to keep participating practitioners both informed and engaged
- Working with a web designer to create a project website
- Preparing and conducting field surveys to drive the design of a network of practitioners
- Launching and maintaining an online discussion board, to include selection of a community platform
- Performing other related duties as required

**Required Competencies:**

- Proven excellence in interpersonal and professional communications skills, including writing and editing

- Strong organizational skills
- Ability to work independently as an individual contributor, manage multiple priorities, function effectively in a fast-paced entrepreneurial environment, and make prudent decisions
- Skills in managing contractors to meet deadlines, e.g. designers to complete online and printed collateral
- Personal credibility and willingness to contribute to a team and help other colleagues when required
- Attention to detail and effective organizational skills

**Required Qualifications:**

- Bachelor's degree, or equivalent years of experience.
- Familiarity with the principles of entrepreneurial ecosystem building and experience as an entrepreneur or with an entrepreneur serving organizations is desired.

**Compensation:**

- Compensation commensurate with experience

Qualified candidates are encouraged to share an expression of interest, by Friday, January 14, 2021, via email, to InBIA's Director of Content, Lindsay Schuenke at [lschuenke@inbia.org](mailto:lschuenke@inbia.org).