



International Business Innovation Association (InBIA)

Programs Manager – 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 manage InBIA’s Ecosystem Building Leadership Project, beginning immediately. The Program Manager - EBLP is a grant-funded position part-time position responsible for ensuring the successful execution of the Ecosystem Building Leadership Project in a manner that 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 design 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 organizations and will report demographic	By September 2022, at least 50% of design process participants will express interest in continuing to engage with the next phase of

data of process participants by race/ethnicity and gender, as measured by program records.	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 bring a track record in driving consensus among diverse stakeholders; competencies in project management; and the ability to thrive in a fast-paced, entrepreneurial environment.

Position Summary:

The Programs Manager – EBLP will report directly to InBIA’s President and CEO and have responsibility for the successful implementation, compliance and reporting for InBIA’s Ecosystem Building Leadership Project in a manner that meets the expectations of the Ewing Marion Kauffman Foundation. The position will provide day-to-day management and coordination of all activities of the project and ensure that practitioners across the field have the ability to provide input for and have access to the project’s work.

Principal Responsibilities:

- Day-to-day managing of the work effort (from self, InBIA staff, subcontractors and working team participants) to ensure the satisfactory completion of project outputs and outcomes.
- Engaging entrepreneur ecosystem builders throughout the U.S. to design and launch a coordinating entity to advance the work of entrepreneur ecosystem building to include:
 - Designing and implementing surveys to collect feedback on the mission, vision, values and functions of the proposed coordinating entity and the working teams’ activities
 - Organizing and executing in-person and virtual convenings to include a kickoff event for the project
 - Assisting working team participants in achieving consensus on a charter to organize and provide governance of activities of the coordinating entity
 - Presenting the final design to the field

- Creating and implementing a communications strategy to keep the field abreast of the activities of the project's working teams
- Leading the design and managing the implementation of a web-based communications platform to engage and update the field on the activities of the project's working teams
- Coordinating activities and providing support to and resources for multiple contractors and working team leaders and participants across the project.
- Tracking and monitoring the work of contractors and working team participants through update meetings , one-on-one meetings and structured reviews.
- Identifying and mitigating project risks and providing recommendations for corrective actions, as necessary.
- Reviewing the project's scope of work and recommending changes as necessary
- Ensuring accurate and timely reporting of the project's status to include a final report on the project's activities and the achievement of expected outputs and outcomes
- Providing input on the project's best practice research activities to include the selection of peer/aspirant networks and the design of survey instruments.
- Performing other related duties as required.

Required Competencies:

- Strong skills in coordinating colleagues and managing processes and timelines with a proven ability to ensure program deliverables on time and under budget.
- Ability to work independently as an individual contributor; manage multiple priorities; function effectively in a fast-paced entrepreneurial environment; and make prudent decisions.
- Excellent communication skills, including strong writing, presentation and interpersonal skills, especially when working in situations requiring tact/diplomacy.
- 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 and ranges from \$30 -38 per hour.

Qualified candidates are encouraged to share an expression of interest, by Friday, January 14, 2022, via email, to InBIA's Director of Content, Lindsay Schuenke at lschuenke@inbia.org.