



Startup Waco

## CEO Search

### About the position:

The CEO has responsibility for all strategic and operational aspects of Start Up Waco and reports to the Start Up Waco Board of Directors to refine and implement the vision, values and strategic and annual plans. The job includes oversight of Start Up Waco's Co-working space as well as maintaining communication with external partners, stakeholders, board members, corporate partners, co-working members, and entrepreneurs, and will act as a liaison among these various constituencies. The CEO will cultivate existing relationships with strategic partners and public and private funders, including key relationships with economic development groups, city councils and new potential partners. The CEO is responsible for creating a pipeline for bringing new talent and strategic relationships into the startup community, including potential entrepreneurs, mentors, angel investors, venture capitalists and corporate partners. This person will be accountable for the culture and growth of the entrepreneurial sector in Waco.

To learn more visit [www.startupwaco.com](http://www.startupwaco.com)

### Responsibilities:

- **Leadership and Ecosystem Development:** Promote a culture of collaboration, inclusivity and diversity. Be actively involved in programs, events, expansions, member activities and all operational services. Act as a key resource and educator regarding the current state of Waco's entrepreneurial sector and ecosystem among many constituencies. Publicly represent Start Up Waco with external constituency groups, including community, governmental and private organizations, and build awareness around Start Up Waco's brand and mission.
- **Programs and Entrepreneur Support:** Identify, develop and recruit leading educational programs, speakers, mentors, capital resources and public media opportunities. Manage the Co-working space. Curate training, resources, and other materials to oversee effective programming for early-stage businesses.
- **Finance and Fundraising:** Manage all aspects of the organization's business, including accounting, corporate records and tax filings. Prepare and manage an annual operational budget, manage effectively within this budget and report accurately on progress made and challenges encountered. Cultivate and secure sponsors. Maintain existing relationships with funders, donors and sponsors to secure and expand recurring revenue streams.
- The CEO will also be expected to:

- Develop and implement a staffing plan for the organization and recruit, hire, develop and coach all Start Up Waco employees (currently 4 FTEs plus contractors).
- Facilitate the meetings and work of the Board of Directors.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Travel occasionally and coordinate trips for the Board and key constituencies to attend conferences and site visits.

## REQUIRED SKILLS/EXPERIENCE/TRAINING:

### Requirements include:

- A Bachelor's degree;
- Demonstrable fundraising experience;
- Experience in senior level management or a startup organization;
- Commitment to equity and inclusion in Waco;
- Successful resource development, fundraising and philanthropy experience;
- A solid knowledge of accounting, budgeting, financial management and marketing;
- Extensive experience in leading the process of ongoing strategic planning;
- Extensive experience in public speaking/public relations; and
- An entrepreneurial spirit, preferably including experience developing and implementing public-private partnerships to achieve community-wide social and economic goals.

### Other preferred experience:

- Master's Degree;
- Demonstrated commitment to equity and inclusion in prior experiences;
- Executive leadership experience;
- Significant experience in a major public-private partnership;
- Experience managing a physical space; and
- Prior experience as an entrepreneur.

Salary is competitive with similar positions in the field. Compensation will be commensurate with talent and experience and will be suited to a senior leadership level professional in the rapidly expanding Waco economy.

### Schedule:

Desired start date: February 2025. First set of resumes to be reviewed on October 31, 2024. Initial interviews scheduled for November. Interested applicants should send resume, cover letter and salary requirements to [Jeremy\\_Vickers@baylor.edu](mailto:Jeremy_Vickers@baylor.edu). Candidates selected for final interviews will be asked to submit a salary history.