



# Iowa Center for Economic Success

## Position Description

**Title:** Program Director of The Iowa Center Women's Business Center

**Reports To:** Client Services Manager

**FLSA Status:** Exempt

**Summary:** Strategically organizes and implements programs to train and counsel Iowans, specifically women, interested in starting or growing a business. This position will work with community organizations and resources who are in alignment with our mission. This position will perform administrative and reporting functions to and for the SBA and other funders.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Education Curriculum:
  - Facilitate the WBC curriculum and programming calendar. Programming includes business planning, small business education, business owner self-development, among others.
  - Host weekly/bi-weekly events, quarterly events, and lead 1:1 business counseling sessions
  - Attend meetings and events representing The Iowa Center and the SBA
  - This position will work closely with the entire team. However, more direct work with certain team members will be necessary. Work closely with the Client Services Manager as well as the Project Manager of Classes + Coaching on coordination and scheduling of all events.
- Cultivating Education Partners:
  - Collaboration with public and private business organizations for the purpose of organization awareness and support.
  - Plan outreach activities focused on women entrepreneurs, low-income Iowans, minorities, immigrants, and otherwise underserved populations to promote programs and The Iowa Center Women's Business Center.
- SBA Representative:
  - Comply with all requirements of U.S. Small Business Administration rules and contracts governing Women's Business Centers.
  - Support with funding applications and reporting.
  - Maintain accurate records and submit required reports in a timely manner.
  - Ensure project deliverables are on time, within budget, and at the required level of quality.
  - Maintain a strong working relationship with the SBA representatives both local and federal. Provide a weekly status report to local SBA DOTR.

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

### EDUCATION/EXPERIENCE:

- Bachelor's Degree in Business or something similar
- Demonstrated ability in small business operations, including business plan preparation and project management

- Proficient or advanced knowledge of federal grant reporting
- Proficient or advanced knowledge of Microsoft Office suite
- Ability to multitask, manage time effectively with great attention to detail and accuracy
- Demonstrated ability to build relationships among partners and volunteers and to relate well to clients
- Demonstrated effective teamwork skills

**LANGUAGE SKILLS:**

- Strong oral and written communication skills
- Ability to effectively present information in one-on-one and group discussions

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 – choose one of on-the-job time.
- Driving – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately up to 10 pounds, non-continuously.
- Physical demand requirements listed are primarily applied to ability to lift and move paper supply, client files, etc.
- Vision – Close vision (clear vision at 20 inches or less).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Environmental – This position operates in a clerical office setting and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Noise – Noise is low to moderate, as is typical of an office environment.

**To apply for this position please email your resume along with a cover letter with salary expectations to Katie Hentges at [KHentges@theiowacenter.org](mailto:KHentges@theiowacenter.org)**