



# Iowa Center for Economic Success

## Position Description

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

**Reports To:** Director of Operations

**FLSA Status:** Exempt

**Salary Range:** \$40,000 - \$50,000 depending on experience

**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 Director of Operations 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 similar experience
- 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

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