



Emerging Prairie Entrepreneur Programs Manager

Full-Time: 40 hours per week

Salary range: \$45,000 to \$65,000, depending on skills and qualifications

Job Summary

Emerging Prairie is seeking an Entrepreneur Programs Manager to connect the entrepreneurial ecosystem into Emerging Prairie programs, events and partners. The ideal candidate is an advocate for a diverse range of Midwest entrepreneurs including technology, agriculture, arts, social and others. The mission of this individual could be described as energizing the entrepreneurial ecosystem to a greater state of support, connectivity, and radical inclusivity. This person should have a passion for meaningful connection and impact.

Overview

Entrepreneurial Cohorts	50%
Entrepreneurial Programming	30%
Community and Program Support	15%
Other Duties as Assigned	5%

Key Areas of Responsibility

Entrepreneurial Cohorts

- Oversee an active community of entrepreneurs, strategically connecting them to each other, as well as community assets.
- Manage EP's portfolio of Entrepreneurial Cohorts programs to include:
 - Recruitment in collaboration with the marketing and communications team,
 - Manage applications and the selection process,
 - Facilitate Cohort evening sessions, working closely with a contracted facilitator.
- Organize weekly programs for the entrepreneurial community.
- Manage and execute Community Brainstorming Sessions.
- Maintain active relationships with community partners and entrepreneurs

Entrepreneurial Programming

- Manage StartupBREW Fargo to include:
 - Strategically organize content to highlight starters/founders/entrepreneurs and our community's strengths
 - Forecast & manage the budget
 - Manage sponsor and community relationships
 - Lead weekly team meetings and coordinate volunteers
 - Manage venue and vendor relations
- Coordinate Founders programs to include planning and execution of Founder's Drinks, Founders Retreat and assisting with Founders Roundtables.
- Serve as the community liaison for organizations such as Zeal Center of Entrepreneurship, Evolve Grand Forks and Gener8tor, and She Starts Week.

Community and Program Support

- Build our ecosystem by recruiting and serving partners of our organization.
- Communicate internally with our staff, partners, volunteers and board.
- Update contact information and contact records.
- May identify services and programs needed within the ecosystem and develop content, scope and cost for those programs.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to function well in high-paced, rapidly changing circumstances.
- Proficient with Microsoft Office Suite, Google Suite and related software.

Education and Experience:

- Bachelor's degree in related field required.
- At least three years of related experience required.

Physical Requirements:

- Ability to continuously stand or walk during events.
- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift up to 50 pounds occasionally.

Work environment:

- Noise level in a regular work environment is frequently loud.
- Ability to work outside normal business hours and travel on occasion.
- May occasionally work outdoors and in environments with temperatures above 100 degrees and below 32 degrees.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.

Benefits and Culture:

- Duty station is in Fargo, ND with a flexible work environment that allows the employee to work from varied environments and locations.
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- Retirement program with employer match.
- 50% coverage of employee health insurance premiums (not to include vision or dental).
- Technology stipend.
- 10 paid holidays (including your birthday) and paid holiday break.

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

To apply: Submit a cover letter and resume to talent@emergingprairie.com