

# Head of Ecosystem Development

Full-Time: 40 hours per week.

Base salary range: \$60,000-\$80,000

---

Emerging Prairie is looking for a passionate, caring leader to serve as the head of our ecosystem. Emerging Prairie's mission is to connect and celebrate the entrepreneurial ecosystem with a vision towards the relentless pursuit to improve the human condition. The Head of Ecosystem Development will be responsible for supporting the core programs and events which allow us to achieve our mission and vision.

As the Head of Ecosystem Development, you will be responsible for maintaining a portfolio of over 100 events per year with the desire for developing new events and programs that serve the mission. We are looking for someone that ideally has a background in community development and events with a passion for supporting the creatives, risk-taskers, and entrepreneurs. Our Ecosystem team currently consists of 6 Full-time teammates and has the opportunity for strategic growth under new leadership. The Head of Ecosystem Development will be empowered to build and drive their overall budget, team growth, and measures toward success.

The Head of Ecosystem Development will also play a key leadership role in the organization as part of the executive team looking not only to the future of the Ecosystem but also Emerging Prairie overall. This individual will need to be collaborative across divisions in the organizations looking towards strategies that support Emerging Prairie, the Ecosystem and its other divisions. Our team needs someone who excels at seeing the bigger picture while keeping the details in mind, is capable of working in an emergent style that can seize opportunities, understands the entrepreneurial ecosystem, and is capable of managing multiple projects simultaneously.

## Key Characteristics:

- Creative
- Generous
- High level of Emotional Intelligence
- Ability to work across difference and be a champion for inclusion
- Team oriented - able to develop young talent and drive a culture of trust, respect, and community scentric.

## Overview:

Ecosystem Development	40%
Strategy, Vision, and Leadership	30%
Event and Program Team Management	20%
Sponsorships and Curation	10%
Other duties as assigned	5%

## Ecosystem Development:

- Provide overall leadership to the Ecosystem creating energy around the programs, events, and initiatives maintaining the "energy" and level of quality expected from Emerging Prairie.
- Develop, cultivate and maintain key relationships with community partners, internal and external stakeholders, and the Ecosystem team.
- Serve as a public figure representing the Ecosystem at events, programs, and media engagement. Including speaking engagements, facilitation, and thought leadership.
- Develop new programs, events, and initiatives to improve the Ecosystem's ability to achieve its mission and vision.

**To apply:** Send a cover letter and résumé to [admin@emergingprairie.com](mailto:admin@emergingprairie.com)

Applications will be reviewed upon receipt.

# Head of Ecosystem Development

Full-Time: 40 hours per week.

Base salary range: \$60,000-\$80,000

---

- Explore other successful Entrepreneurial Ecosystems across the world for ideas and innovative methods for building the ecosystem in the FM area.
- Lead processes for evaluating the success rates of the programs, events, and initiatives gaining insight from data, direct follow-up with key stakeholders, as well as internal and external evaluation methodologies.
- Lead the charge for engaging the staff, community, and stakeholders in strategic ecosystem work to ensure a diverse set of voices are heard toward the goal of continuous improvement.
- Host speakers, sponsors, partners, and stakeholders to engage them in deeper conversations around improving the ecosystem and supporting entrepreneurship.

## **Strategy, Vision, and Leadership:**

- Analysis of data collected through events and fundraising. Use this information to create strategic plans and make decisions.
- Work with the Emerging Prairie team to understand vision, goals, and objectives for each event or program. Coach and support teammates while holding them to a high standard of event / program execution.
- Provide insight to Executive Director and leadership team and lead the team to strategic decisions on financial planning, budgeting, cash flow, and policy matters.
- Effectively communicate and present critical financial information at select board of directors and committee meetings.
- Contribute to the development of Emerging Prairie's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues related to finances, personnel, and organizational operations.

## **Event and Program Team Management**

- Support the events and programs teams by guiding lead coordinator to success in their project kick-off meetings, tactical meetings, project wrap-up meetings, and check-ins.
- Aid the event and program coordinator(s) in creating project plans for events, projects, and programs.
- Track and manage budgets, spending, and financial requests from the events and programs teams.

## **Sponsorships and Curation**

- Research potential organizations, corporations, and foundations as potential sponsorship opportunities.
- Make cold-calls, emails, and inquiries to potential organizations, corporations, and foundations for sponsorship requests.
- Negotiate and craft custom sponsorship and partnership opportunities.
- Guide and manage the sponsorship process with the communications team to develop assets needed.
- Maintain relationships with current and past sponsors.
- Develop relationships with potential sponsors.
- Ensure sponsors receive all benefits allocated to them for events, summits, conferences, and programs.

**To apply:** Send a cover letter and résumé to [admin@emergingprairie.com](mailto:admin@emergingprairie.com)

Applications will be reviewed upon receipt.

# Head of Ecosystem Development

Full-Time: 40 hours per week.

Base salary range: \$60,000-\$80,000

---

- Research potential speakers, presenters, and organizations for conferences, events, and summits.
- Make cold-calls, emails, and inquiries to potential speakers, presenters, and organizations for presentation requests.
- Negotiate honorariums, travel expenses, and more with potential speakers.
- Host speakers, sponsors, and their guests around events, conferences, summits, and programs.

## Qualifications:

- Minimum of a Bachelor's Degree in a relevant field or 10 years of working experience.
- Minimum 5 years experience in a senior management role ideally with experience in a high-growth organization.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Entrepreneurial team player who can multitask.
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with leadership team, Emerging Prairie's board of directors, and staff.
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for Emerging Prairie's mission, vision, and values.

## Preferred Qualifications:

- Master's level degree.
- Direct experience within the events industry.
- 3-5 years experience working in or with a startup.
- Proficient using Microsoft Office Suite, Google Suite, Asana, Eventbrite, Airtable, as well as email and web searches.
- Strong understanding and/or interest in community, economic, and entrepreneurial ecosystem development.
- Public speaking experience either as an Emcee, Instructor, Facilitator, or other public facing role.
- Comfortable working with individuals of high positional power such as key government leaders, Senior Executives, and more.

## Physical demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 50 pounds occasionally.
- These physical requirements must be met with or without accommodation

## Work environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees.

**To apply:** Send a cover letter and résumé to [admin@emergingprairie.com](mailto:admin@emergingprairie.com)

Applications will be reviewed upon receipt.

# Head of Ecosystem Development

Full-Time: 40 hours per week.

Base salary range: \$60,000-\$80,000

---

- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders and work off elevated surfaces.
- Noise level in the work environment is frequently loud.
- Ability to work outside normal business hours (9am-5pm cst) on a regular basis.

## Benefits and Culture:

- Flexible work environment that allows the employee to work from varied environments and locations. (Note\* this role must be located in Fargo, ND)
- IRA program with employer match.
- 50% coverage of employee health insurance premiums for FTE employees (Does not include vision or dental).
- Additional health benefits offered through PRO Resources.
- Technology stipend per month.
- 10 paid holidays (Including your birthday!)

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

## About Emerging Prairie

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 celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. 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 based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.
2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.
4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

**To apply:** Send a cover letter and résumé to [admin@emergingprairie.com](mailto:admin@emergingprairie.com)

Applications will be reviewed upon receipt.

# Head of Ecosystem Development

Full-Time: 40 hours per week.

Base salary range: \$60,000-\$80,000

---

**Mission statement:** To connect and celebrate the entrepreneurial ecosystem.

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

**To apply:** Send a cover letter and résumé to [admin@emergingprairie.com](mailto:admin@emergingprairie.com)  
Applications will be reviewed upon receipt.