



Director of Programs

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Director of Programs to support its rapid growth as the leading provider of entrepreneurial services across the state.

This position reports to the Senior Vice President of Programs and People and is responsible for ensuring the implementation and delivery of quality entrepreneurial programs and services. This is a leadership role for a disciplined and action-oriented individual, who can handle multiple priorities simultaneously, and seamlessly.

WBDC is currently operating in a hybrid model, working from the office 2-3 days/week and 2-3 days remote. This position will be based in WBDC's Stamford, New Haven, New London or Waterbury office. Travel to our offices and other locations across Connecticut will be required on a regular basis. WBDC requires all employees to provide proof of full COVID-19 vaccination. Qualified individuals seeking an exemption from this vaccination requirement may apply for a medical or religious exemption. The salary range for the role is \$75,000 to \$85,000 plus benefits.

Duties and Responsibilities

The Director of Programs will be responsible for leading the delivery of entrepreneurial services for small business clients and aspiring entrepreneurs. Responsibilities include:

- Oversee execution of our strategic program and service delivery model that meets organizational and grant/contract deliverables
- Oversee the general management of all client services for small businesses, including program development, delivery, and evaluation, and budget setting. Collaborate with team to develop and run organization's curriculum of class offerings
- Work with the Regional Program Managers on outreach and community partnerships across the state
- Develop and track operational metrics to ensure projects and initiatives are pushed forward
- Manage the regional Program Managers and Business Advisors to oversee work plans and ensure deliverables are achieved
- Lead, develop, manage, coach, and motivate team members to achieve individual, grant, and team goals/deliverable
- Develop and oversee a strategy to generate program income and reach revenue targets
- Lead management of federal government grants, including programmatic reporting
- Collaborate with CFO to develop client services/programmatic budgets; oversee programmatic income/expenses in line with organizational and grant budgets; create and oversee budgets for each Program Manager
- Produce reports for Executive Management, Board of Directors and key stakeholders that demonstrate the impact of WBDC's client services, in collaboration with the Impact Team; support the development of proposals and reports for new and existing partnerships, in collaboration with the Development Team
- Collaborate regularly with the Senior Management Team and produce reports for the Executive Team to provide updates, drive strategy and advance initiatives
- Promote a collaborative, entrepreneurial, and inclusive culture that embodies WBDC's values

- Attend staff meetings and participate in organization-wide planning activities
- Special projects as needed
- Perform other duties as required

Qualifications

- Bachelor's Degree in business, finance, marketing, or relevant field
- Master's Degree in Business Administration or related field preferred
- Experience working with small businesses. Consulting experience preferred
- Possess an Entrepreneurial Mindset - creative, motivated, enthusiastic, and energetic
- Strong project and process management skills
- Excellent people management skills
- Excellent oral and written communication skills; experience collaborating with a talented and passionate executive team
- Strong interpersonal skills, and ability to build trusted relationships
- Excellent attention to detail and strong organizational skills
- Commitment to results; "can-do" mindset; outstanding problem-solving ability
- A natural curiosity and a "big picture" mentality; passion for the organization's mission
- Fluency in English and Spanish a plus
- Proficiency with Microsoft Excel, Outlook, PowerPoint, and Word
- Must have own transportation as this position requires travel between locations

About Us

Headquartered in Stamford with regional offices in New Haven and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained more than 16,670 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 12,500 businesses, create and maintain over 25,880 jobs in Connecticut, and access more than \$28.7 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

How We Operate

We are a team of 30 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task, and jump between projects
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

How to Apply

Interested candidates should email their cover letter, and resume to resumes@ctwbdc.org. Please list WBDC DIRECTOR OF PROGRAMS in the e-mail subject line. No phone inquiries.

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, Inc. Equal Employment Opportunity Statement

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to 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.