



Opportunity Fund Program Manager

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Opportunity Fund Program Manager 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 managing WBDC's Opportunity Fund. The Opportunity Fund makes grants to women-owned small businesses across the state of Connecticut. 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. This position will be based in WBDC's Waterbury office and will support our work across the state. Travel to our offices in Stamford, New Haven and New London, as well as 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 \$60,000 to \$65,000 plus benefits.

Duties and Responsibilities

- Manage the development and implementation of WBDC's Opportunity Fund, currently composed of the Equity Match Grant Program, Launch Pad Grant Program and Municipal Grant Programs
- Oversee program design to support the goal of getting small amounts of capital to startups and businesses to help them start and grow, to create income and jobs across the state
- Manage all processes, including the tracking of applications, awardees, and delivery of funds
- Manage the efficient screening of applications by the external review committee
- Manage team of two Coordinators, who support the grant programs
- In collaboration with the Client Services Team, drive the execution of Opportunity Fund outreach strategies to build awareness and reach diverse women throughout Connecticut, by cultivating and nurturing relationships with community partners, corporate, state, and non-profit partners to build referrals
- For the Municipal Grant Programs, work with the Regional Program Manager and the Municipalities to execute the programs
- Work closely with regional Program Managers and Business Advisors to ensure effective implementation of grant programs, tied to project deliverables
- Track and provide reports on impact (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Develop and track operational metrics for each grant program
- Engage with the Development team on fundraising to support the continued growth of the Opportunity Fund and the communication of impact to donors
- Engage with the Finance team to track overall program budget and grant funds, and ensure appropriate use
- Engage with Marketing to promote grant programs and reach new applicants, as well as to share with donors the impact of the program
- Continue to evolve programs based on our experience and learnings, for maximum impact

- Work with Programs Team to develop and deliver information sessions and marketing of programs
- 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 OPPORTUNITY FUND PROGRAM MANAGER 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.