



Women's Business Development Council

Launch Pad Grant Program Coordinator

Overview

The Women's Business Development Council (WBDC) is seeking a driven and passionate Launch Pad Grant Program Coordinator to manage WBDC's Launch Pad grantmaking program for women-owned startups across Connecticut.

This position reports to the Opportunity Fund Program Manager. The Launch Pad Program Coordinator will be responsible for the management, implementation, and administration of a portion of WBDC's Opportunity Fund, ensuring that grant awards and complementary services are accessed equitably and impactfully by start-up women-owned businesses across the state.

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 or 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 \$40,000 to \$45,000 plus benefits.

Duties and Responsibilities

- Manage the development and implementation of WBDC's Launch Pad Grant program, which is part of WBDC's Opportunity Fund
- Oversee all processes, including the tracking of applications in grants software system, awardees, and delivery of funds, and efficient screening of applications by the external review committee
- Work closely with regional Program Managers and Business Advisors to ensure effective implementation of each initiative within the Launch Pad Grant Program, tied to project deliverables
- Manage program budgets, ensure appropriate use of funds, and document impact
- In collaboration with the Client Services Team, manage the execution of Opportunity Fund outreach strategies to build awareness and reach diverse women throughout Connecticut who want to start businesses, by cultivating and nurturing relationships with community partners, corporate, state, and non-profit partners to build referrals
- Manage and organize program data
- Track and provide reports on Launch Pad progress, gaps, and impact (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Facilitate information sessions with start up small business owners on obtaining funding for their business, including through WBDC's Opportunity Fund; recommend action steps to prepare them for securing funding
- Special projects as needed
- Perform other duties as required

Qualifications

- Minimum 2-3 years professional experience, with proven results in program and project management, and customer service
- Undergraduate degree in business or related field, or an equivalent combination of education and experience in lieu of a degree
- Excellent organizational, problem-solving, and decision-making skills
- Experience working with small business owners/entrepreneurs; microenterprise development, small business banking or lending experience a strong plus
- Proven stakeholder management skills
- Experience training, coaching, or counseling business owners/individuals a plus
- Excellent oral and written communication skills
- Strong interpersonal skills, and ability to build trusted relationships
- Sales and customer-service oriented with recognized skills in client outreach, and sensitive to the needs of a diverse, multicultural client base
- Commitment to results; “can-do” mindset; outstanding problem-solving ability
- Fluency in English and Spanish a plus
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with Wizehive, or similar grants management software, a plus
- Passion for supporting women entrepreneurs and small business owners
- 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 LAUNCH PAD PROGRAM COORDINATOR 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.