

Program Coordinator – Child Care Business Opportunity Fund

OVERVIEW

The Women's Business Development Council (WBDC) is seeking a passionate and driven Program Coordinator to lead and manage a portion of WBDC's grantmaking program which focuses on investing in child care businesses across Connecticut.

This position reports to the Vice President of Child Care Program & Impact. The Child Care Business Opportunity Fund Program Coordinator will be responsible for the management, implementation, and administration of WBDC's Child Care Business Opportunity Fund, ensuring that grant awards and complementary services are accessed equitably and impactfully by child care businesses across the state.

This is a full-time, fixed-term role for twelve months, with the potential to extend and/or become a permanent position. WBDC is currently operating in a hybrid model, with staff expected to be in the office 2-3 days/week. This role will be based in WBDC's Stamford or New Haven office and will support our work across the state. Travel to our offices in Stamford, New Haven, New London and Waterbury, as well as other locations across Connecticut, will be required on a regular basis. The compensation is \$40,000-\$45,000, commensurate with experience, plus benefits.

DUTIES & RESPONSIBILITIES

- Manage the development and implementation of WBDC's Child Care Business Grant programs, which are part of WBDC's Opportunity Fund
- Oversee all processes, including the tracking of applications, awardees, and delivery of funds, and efficient screening of applications by the external review committee
- Manage grant program data using Zengine grant software. Analyze grant program data
- Track and provide reports on operational metrics through analysis of program gaps, and impact surveys (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Manage program budgets, ensure appropriate use of funds, and document impact
- Organize and facilitate information sessions with child care businesses on the Child Care Business Opportunity Fund grant programs; recommend action steps to prepare them for applying for funding
- Collaborate with Child Care Team to support outreach to community organizations and child care providers in under-served communities
- Work with Marketing team on communications and events to promote Child Care Business Opportunity Fund and its recipients
- Collaborate with the Opportunity Fund team across grant programs
- Serve as a member of the Programs Team, collaborating with regional Program Managers and Business Advisors



Women's Business Development Council

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, communication, problem-solving, and decision-making skills, with an acute attention to detail
- Experience working with small business owners/entrepreneurs or child care businesses; microenterprise development, small business banking or lending experience a strong plus
- Experience training, coaching, or counseling business owners/individuals a plus
- Proven stakeholder management skills
- Sales and customer-service oriented with recognized skills in client outreach, and sensitive to the needs of a diverse, multicultural client base
- Fluency in English and Spanish strongly preferred; bilingual capability in any language a plus
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with Zengine, or similar grants management software, a plus
- Must have own transportation as this position requires travel between locations
- Passion for supporting women entrepreneurs, small business owners, and child care programs

ABOUT US

Headquartered in Stamford with regional offices in New Haven and New London (and Waterbury in 2023), 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
- Seek to inspire and empower those around you, whether they are clients or colleagues
- Prosper in a culture of teamwork and growth, and value collaboration
- Can think outside the box, pivot, and adapt to client's changing needs

Interested candidates who are excited by this opportunity should email their cover letter and resume to resumes@ctwbdc.org. Please list WBDC Child Care Opportunity Fund 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.