

Opportunity Fund Program Coordinator

OVERVIEW

The Women's Business Development Council (WBDC) is seeking a passionate and driven Opportunity Fund Program Coordinator to support WBDC's grantmaking programs focused on investing in women-owned businesses across Connecticut.

This position reports to the Opportunity Fund Program Lead. The Opportunity Fund Program Coordinator will be responsible for supporting the administration of WBDC's Opportunity Fund, ensuring that grant awards and complementary services are accessed equitably and impactfully by women-owned businesses across the state. More information on the grant programs and the Opportunity Fund can be found on our website: [Funding Your Business - WBDC](#)

WBDC is currently operating in a hybrid model, with staff expected to be in the office 2 days/week (Tuesday/Thursday). This role will be based in WBDC's Hartford office and will support our work across the state. Travel to our offices in Stamford, Waterbury and New London, as well as other locations across Connecticut, will be required. The compensation is \$42,000 - \$47,000, plus benefits.

DUTIES AND RESPONSIBILITIES

- Assist with the development and implementation of WBDC's Opportunity Fund Grant programs, which currently include the Launch Pad, Ignite, and Accelerate grant programs
- Support and coordinate the full grant life cycle, including the tracking of applications, awardees, delivery of funds, efficient screening of applications by review committees, and follow up with all applicants
- Execute grant programs through Zengine (Submittable) grant software, including application build, review processes, and managing application data
- Track and provide reports on operational metrics through analysis of program data, gaps, and impact surveys (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Organize and facilitate information sessions with clients on the Opportunity Fund grant programs
- Work with the Marketing team on communications and events to promote the Opportunity Fund and its recipients
- Serve as a member of the Programs Team, collaborating with regional Program Managers, Business Advisors, Impact Team, Child Care Team and others
- Serve as the primary point of contact on various Opportunity fund grant programs, communicating with clients, staff, stakeholders, and internal teams via phone and email
- Represent and assist at WBDC programs and events
- Represent WBDC at partner events and meetings
- Other duties as assigned

QUALIFICATIONS

- Minimum 1-2 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
- 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
- Passion for supporting women entrepreneurs and small business owners
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with Zengine, or similar grants management software, a plus
- Experience working with small business owners/entrepreneurs a plus
- Fluency in English and Spanish a plus
- Must have own transportation as this position requires travel between locations

ABOUT US

Headquartered in Stamford with regional offices in Hartford, Waterbury 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 nearly 21,400 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 16,000 businesses, create and maintain 40,000 jobs in Connecticut, and access more than \$83 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 40 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



Women's Business Development Council

HOW TO APPLY

Interested candidates should email their cover letter and resume to resumes@ctwbdc.org. Please list WBDC 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.