



**ENTREPRENEURSHIP PROGRAM MANAGER
CORTEX INNOVATION COMMUNITY
ST. LOUIS, MISSOURI**

POSITION SUMMARY

The Entrepreneurship Program Manager is responsible for managing entrepreneurship talent training programs and partnerships to support the implementation of Cortex’s strategic plan. This position is critical to develop and manage infrastructure, programs, and partnerships to increase the number of entrepreneurs trained in related skills and competencies. This position is a full-time, salaried position with benefits.

The successful candidate will manage and assess internal and external programs, policies, and practices that advance the implementation of the entrepreneurship pillar in our [new strategic plan](#). Internally, you will support the management of our entrepreneurship talent training strategy through program management, data management and grant reporting. Externally, you will help build and manage trusted and strategic relationships with community members and key organizational partners. This position is critical for building bridges and relationships between Cortex’s staff, partners, tenants, and impacted community members.

ABOUT CORTEX

Cortex is a vibrant space serving as an inclusive economic engine for St. Louis. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation Community (CortexSTL.org) is an internationally recognized hub of innovation and entrepreneurship that is focused on accelerating inclusive economic growth in St. Louis.

Cortex’s mission is to advance inclusive economic growth in the St. Louis region. Cortex’s new 5-year strategic plan can be found [here](#).

ORGANIZATIONAL RELATIONSHIPS

Reports to:	Vice President, Entrepreneurship
Supervises:	No permanent staff; occasional interns or fellows
Collaborates with:	All staff; partner organizations; consultant and training organizations; regional collectives and partnerships



POSITION RESPONSIBILITIES

Interested candidates must demonstrate experience managing programs, with an emphasis on project management and relationship management skills. Additionally, they must be adept at applying an equity lens to all work, be proficient in developing & managing processes, practice strategic thinking, and be comfortable with change. Experience in entrepreneurship is preferred, but not required.

This position will advance our mission by:

- Managing Square One class preparation, including planning, set-up, participant communications, survey compilations, curriculum development, website content, social media, outreach to graduates, and support for presenters.
- Managing projects related to developing new entrepreneurship talent training programming, advancing & promoting Cortex inclusion efforts, and bolstering the regional entrepreneurial ecosystem. Priority projects will focus on closing racial equity gaps and/or providing earned revenue.
- Supporting Cortex's engagement with entrepreneurial ecosystem events & activities, including One Million Cups, Starting From Square One, Fueling Innovation and others as scheduled. This includes frequently representing Cortex at Venture Café and other events across the region.
- Help develop and manage intentional relationship building and maintenance with a variety of key partners, community members, and key constituents.
- Source – or, when necessary, develop and maintain – toolkits, guidelines, and other resources that support entrepreneurial development.
- Determine strategies to address non-training barriers through partnerships or new interventions, ensuring everyone who wants to access entrepreneurship talent training can.
- Collaboratively managing contract reporting and proposals for MTC, LCRA, Kauffman and others.
- Assisting with Advisory Board relations including preparation for meetings, keeping minutes, Board communications, maintaining policies, etc.
- Support development of, and adherence to, annual budget documents, plans and evaluation structures.
- General office support such as copying, filing and event promotions (emails, social media, other outreach.)
- Other duties as assigned.



REQUIRED SKILLS, ABILITIES AND ATTITUDE. (We understand not all applicants will have all the following skills and abilities. We are hoping for a subset.)

Project Management

- Familiarity/experience with managing and planning various projects to meet deadline and budget goals to ensure a quality product or outcome, as demonstrated by successfully managing projects that involve a diversity of stakeholders towards successful outcomes.
- Familiarity with Microsoft Office suite.

Communications

- Strong public speaking skills, and comfort with community engagements.
- Experience with facilitating trainings, leading meetings and setting agendas.
- Experience managing ongoing written & verbal communications with program participants.
- Strong writing skills, especially for grants, memoranda, analyses, and reports.
- Strong comfort with a variety of technology platforms such as Zoom, Microsoft Teams, social media, etc.

Operation with Diversity, Equity, and Inclusion Lens

- Experience setting strategies to promote diversity, equity and inclusion work inside organizations.
- Experience working with a diversity of customers/clients to foster and maintain a culture of belonging.

Personal Skills

- Commitment to honesty, transparency, and trust-building across communities.
- An eagerness to learn and a commitment to continuous quality improvements.
- A passion for Cortex's mission.

PREFERRED POSITION QUALIFICATIONS

- One to three years of program management experience.
- One to three years of experience in diversity, inclusion, and/or equity work.
- One to three years of data management experience (qualitative and/or quantitative) and/or program evaluation.



- Experience in innovation spaces, universities, nonprofit organizations, St. Louis' education and/or workforce training systems, with a focus on serving a diversity of communities.

DIVERSITY, INCLUSION AND EQUITY

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

COMPENSATION

The hiring salary range for this position is \$62,000-\$72,000 a year. Cortex employees also receive a benefits package that includes health insurance, 9 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, and others. Work location can be hybrid between in the office and at home, depending on weekly needs and responsibilities.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to resumes@cortexstl.com. We will interview until we fill the position but prefer a submission date of Friday, December 2, 2022.