



**Position Description**

**Position Title:** Manager, Innovation and Entrepreneurship

**Reports to:** Chief Operating Officer

**Date:** March 2022

**Position Objective:**

The South Bend – Elkhart Regional Partnership is seeking a dynamic candidate to play an important role in managing elements of the region’s economic development strategy, including programs and projects designed to expand the regional economy, promote community vitality in the areas of industry growth, education and workforce, and entrepreneurship. Ideal candidate will be detail-oriented, a creative problem solver and experienced project manager who is versatile in aspects of economic development and can manage multiple projects.

**Primary Responsibilities:**

**Economic Development Program Strategies**

- Manage and coordinate the planning and implementation of economic development program goals that address industry growth and entrepreneurship
- Work with regional stakeholders to develop performance indicators and progress benchmarks to ensure accountability towards goals
- Assist in the preparation of program committee meetings, presentation materials and reporting
- Work closely with advisory program committee chairs to support the research, analyzation, and execution of selected activities
- Manage special projects or initiatives identified by economic development programs to support program strategies
- Coordinate with local resource partners on matters in the areas of industry growth, workforce development and entrepreneurship
- Attend meetings as a positive and impactful representative of the SBE Regional Partnership’s economic development team, supporting all initiatives and intents of the organization’s Regional Economic Development Strategy as directed by the COO
- Identify opportunities for continuous program strategy improvement
- Maintain awareness of new trends and developments in the fields of economic development; recommend actions to incorporate new developments as appropriate
- Perform related duties as required
- Supervise one program coordinator

**Experience:**

- Excellent interpersonal and communication skills – written and verbal
- Interpreting data, organizing, coordinating
- Experience with business and/or entrepreneurial companies a plus
- Experience within workforce development, economic development, program management and other key job functions



**Education:**

- A BA/BS degree in business, economic development, or related field

**Required Skills:**

- Strong data analysis and reporting skills
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, board of directors, and staff
- Excellent interpersonal and relationship building skills with a collaborative attitude and willingness to work closely with multiple stakeholders in an open network environment, including public and private sector leaders
- Passionate about the Regional Partnership’s mission and core values
- Commitment to high quality work, continuous improvement, and accountability
- Highly resourceful team-player, with the ability to be effective independently
- Highest ethical standards, requiring honesty, integrity respect and proven ability to handle confidential information with discretion

This description covers the primary purpose and principle duties of the job. It is not intended to give all details or a step-by-step account or the way each procedure or task is performed.

**Cultural Competencies and Commitment:**

- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic
- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education



verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

### **SALARY AND BENEFITS**

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation, and sick days.

### **ABOUT THE REGIONAL PARTNERSHIP**

The South Bend - Elkhart Regional Partnership (Regional Partnership) is a 501c6 nonprofit regional economic development organization dedicated to advancing the economy in the South Bend – Elkhart Region.

The Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in Northern Indiana and Southwest Michigan focused on a long-term systemic approach to advance the region’s economy by aligning the efforts of various stakeholders around five key areas:

- Educating a world-class WORKFORCE
- Recruiting and retaining great TALENT
- Attracting and growing high-wage INDUSTRIES
- Promoting INCLUSION
- Helping ENTREPRENEURS thrive

More information about the Regional Partnership is available at [www.SouthBendElkhart.org](http://www.SouthBendElkhart.org).