

Position Description

Position Title: Startup and Innovation Ecosystem Coordinator

Drafted: July 2022

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

SBE 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 the following strategies:

- Developing and attracting talent
- Innovating within established industries
- Equipping entrepreneurs to thrive
- Improving access to and development of regional amenities
- Ensuring inclusive economic prosperity

The mission of the entrepreneurship committee (Startup South Bend – Elkhart) is to foster and promote a thriving entrepreneurial ecosystem by stimulating the entrepreneurial spirit and collaborative culture of our people, serving as a connector, and supporting the creation of high-growth businesses. The goal is to support the creation of 25 high-growth startups annually.

Position Objective

This position provides coordination to primarily implement the Entrepreneurship initiatives of the SBE Regional Partnership, with secondary support to the Industry Growth initiative. These initiatives are a part of the region’s economic development strategy, led and coordinated by the SBE Regional Partnership. The coordinator will work closely with SBE Regional Partnership staff and dozens of cross-sector partners to implement projects and events while engaging diverse communities and stakeholders. **The ideal candidate for this position will be a highly organized, dependable self-starter with a strong interest in the vision of the SBE Regional Partnership and work of the Entrepreneurship initiative.**

Primary Responsibilities

The Startup and Innovation Ecosystem Coordinator’s primary responsibility is tracking, and reporting metrics related to company creation and growth in the South Bend - Elkhart region. This position includes board administration, operations, and communications, working closely with the current Elevate Ventures Entrepreneur-in-Residence to track the progress of regional startups, assisting with the planning and execution of all events and meetings.

Supporting Entrepreneur-in-Residence (EIR) (50%)

- Track startup progress, engagement, and other metrics set by the board across the South Bend

– Elkhart region

- Summarize and identify emerging trends across the region and bring them to the attention of the EIR and Startup South Bend - Elkhart board
- Attend regional events as a Startup South Bend - Elkhart representative when the EIR is unable to attend

Communications and Reporting (25%)

- Coordinate and execute Startup South Bend - Elkhart events across the region, including collaboration with SBE Regional Partnership team members, board members, Elevate Ventures, regional stakeholders, and others
- Lead marketing strategy, coordinating with the marketing and communications department, on regional community outreach, marketing, and stakeholder management strategies, including production of communication such as the annual report, stakeholder reports, grant reports, and press releases

Board Operations and Administration (25%)

- Plan and attend bi-monthly Startup South Bend - Elkhart board meetings - including securing the venue, preparing agenda, drafting, and circulating minutes, and following up on action items discussed
- Coordinate special projects identified by the board
- Initiative administration and backbone operations support
 - Coordinate the committee associated with Entrepreneurship, including meeting prep, stakeholder coordination, logistics management, materials preparation, and production and tracking progress of goals through Salesforce
 - Manage board operations, including new appointments and compliance with operating procedures and partnership agreements
 - Creating and maintaining a transparent platform for data/metrics, ideas and potential projects
 - Run point on launching projects that are driven by the board
 - Managing partner and stakeholder requests

Education/Experience:

- BA/BS degree in marketing, communications, business, or a related field
- Excellent interpersonal and communication skills
- Analytical skills and good judgment, with the ability to gather and digest information quickly and work in a fast-paced environment
- Interpreting data, organizing, coordinating, and scheduling
- Experience with entrepreneurs and/or corporations in a similar outreach role is a plus but not required
- Residing and working out of the South Bend - Elkhart, Indiana region is required

Knowledge, Skills, and Abilities

- Thrives in ambiguity



- Self-starter and team-player
- Detail-oriented with the ability to keep the team organized
- Managing multiple and competing priorities and deadlines
- Goal-oriented with strong project execution capabilities
- Strong interpersonal skills and the ability to build relationships with multiple stakeholders
- Experienced with reporting to and communicating with a board of directors
- Planning, organizing, executing, and evaluating projects, datasets, and events
- Strong work ethic
- Flexibility in work hours, when necessary
- A valid driver's license and vehicle is required

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

Cultural Competencies and Commitment

- Entrepreneurial spirit
- 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

The SBE Regional Partnership operates very much like a startup, and willingness to adapt and pivot is critical. 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. 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.

E-mail cover letter, resume, and references as attachments to Lori Flotow at lflotow@southbendelkhart.org, mail to: South Bend - Elkhart Regional Partnership, 635 S. Lafayette Blvd., Suite 123, South Bend, IN 46601. E.O.E.