Position Description
Position Title: Coordinator, Entrepreneurship and Industry Innovation
Reports to: Director, Entrepreneur Ecosystems
Date: July 2024

The South Bend – Elkhart Regional Partnership is a collaborative effort of economic development partners from 47 communities in northern Indiana and southwest Michigan. Our aim is to boost regional competitiveness and foster inclusive economic growth through job creation, strategic initiatives, and capital investment. We prioritize strengthening key sectors, nurturing talent, and showcasing our region’s strengths. As part of our commitment, we seek to attract funding, support aligned initiatives, and foster knowledge exchange within and beyond our community.

Position Objective
The Entrepreneurship and Industry Innovation Coordinator will play a vital role in supporting and growing the entrepreneurial and business ecosystem in the South Bend - Elkhart region. This position will work closely with the Startup South Bend – Elkhart (SUSBE) team, the Regional Partnership, and regional partners to implement programs, coordinate events, and facilitate connections between entrepreneurs, investors, industry groups, and support organizations across the region.

Primary Responsibilities
- Assist in the design, implementation, coordination and execution of large-scale entrepreneurship-facing events such as IDEA Week, Founder Factory, and Rally.
- Support the design, organization and execution of smaller-scale entrepreneurial events, including regional pitch competitions, workshops, speakers, and networking opportunities.
- Help maintain and expand the SUSBE website, podcast and newsletter, including coordinating the development of educational content and resources for entrepreneurs.
- Collaborate with regional partners, incubators, accelerators, higher education institutions, and other entrepreneurial support organizations to strengthen the ecosystem.
- Take notes, enter data, and assist in the drafting of documents such as agendas, outlines, and meeting minutes.
- Assist in tracking and reporting on key metrics related to startup activity, funding, and ecosystem growth, including engagement, mentorship, and investment data.
- Support outreach efforts to engage entrepreneurs, investors, and service providers in SUSBE programs and initiatives across Berrien, Cass, Elkhart, St. Joseph, and Marshall counties.
- Contribute to the creation of content for newsletters, websites, podcasts, and social media to promote entrepreneurial activities and resources.
• Assist in the coordination of grant applications, reporting processes, and relationship management with funders and partners.
• Support the development and implementation of new initiatives, such as a manufacturing accelerator and rural pitch competitions.
• Work with economic development partners within the region to coordinate resources and opportunities.
• Represent the Regional Partnership at various site selector and industry tradeshows across the country.

Qualifications
• Bachelor's degree in business, entrepreneurship, economic development, or a related field preferred
• Demonstrated experience developing engagement methods to diverse communities and stakeholders
• Strong organizational and project management skills
• Excellent communication and interpersonal abilities
• Familiarity with the South Bend - Elkhart regional entrepreneurial and business landscape preferred
• Proficiency in Microsoft Office suite, Asana, Airtable and ability to learn new software platforms
• Positive work attitude, dependable work ethic, consistent, and results-oriented
• Ability to work independently and as part of a team in a fast-paced environment
• Passion for supporting entrepreneurs and fostering innovation

Experience
• 1-3 years of experience in entrepreneurship, startup ecosystems, or economic development

Cultural Competencies and Commitment
• Delight in working an office where no two days are the same and everyone brings their A game, every day
• Solutions based orientation + collaborative approach
• Motivated by challenges and guided by values
• Possess deep integrity and discretion
• Deep passion for our region's potential

This position offers an exciting opportunity to contribute to the growth of the South Bend - Elkhart region's entrepreneurial and innovation ecosystem and make a meaningful impact on the region's economic development. The successful candidate will gain valuable experience in ecosystem building, program management, and stakeholder engagement while working with a diverse range of entrepreneurs, industries, partners, and organizations across the three-county region.
The Coordinator, Entrepreneurship and Industry Innovation will play a key role in helping the South Bend – Elkhart Regional Partnership achieve its goal of contributing to the growth of Per Capita Personal Income (PCPI) to match the national average by 2030.

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.

To apply, please send your resume and cover letter to lflotow@southbendelkhart.org no later than September 2, 2024.