



Job Description: Director of Programs

LOCATION: Chattanooga, TN

About CO.LAB

CO.LAB is a nonprofit startup accelerator that supports entrepreneurial growth in southeast Tennessee. We work with companies ranging from Main Street businesses to tech startups scaling into major markets. As the front door for entrepreneurs in the region we help entrepreneurs:

- refine their business models
- test their ideas with customers
- connect with a community of mentors and business experts
- prepare to go to market
- pursue pilot partnerships
- attract capital
- and much more

Our team is small but CO.LAB has an outsized impact on the local startup ecosystem. Check out our [2020 Insights Report](#) to learn more about us!

About the Position

The CO.LAB Director of Programs will serve as strategist, program developer, leader, and manager of the full range of CO.LAB programming. This position will report to the CEO, will work closely with the full CO.LAB team and be a member of the CO.LAB Senior Leadership Team. This position is based in Chattanooga, TN. If you are not local to the greater Chattanooga area, you must be willing to relocate.

You should be able to:

- Conceptualize, create, and build impactful, scalable programming;
- Manage and build CO.LABs network of mentors;
- Create aligned opportunities for these mentors;
- Direct and manage a reinvisioned GIGTANK;
- Work with the CEO on strategic approaches to sponsorship for programs;
- Assist in the recruitment and management of Entrepreneurs in Residence;
- Establish and leverage relationships in the community to achieve programmatic goals

We are looking for an energetic professional who is experienced in handling a wide range of programmatic initiatives and is able to work independently with little or no supervision.

This is an exciting opportunity for an ambitious individual, who is passionate about CO.LAB's mission, and wants to make a difference in the greater Chattanooga area.

Responsibilities

The responsibilities of the Director of Programs include but are not limited to:

PROGRAM MANAGEMENT

- Work with the CEO and other members of the strategic leadership team to conceptualize new programs, or improve existing programs, including CO.LAB's signature accelerator GIGTANK
- Execute on these programs - i.e. you will run them from start to finish
- Recruit and retain a network of mentors in support of programs and ensure active, well aligned engagement
- Become familiar with, and be able to identify companies who have the potential to scale rapidly with the assistance of CO.LAB programs
- Recruit participants into programs and ensure active engagement
- Serve as the primary point of contact for program participants and graduates
- Find ways to reconnect program alumni to current programs and continued support
- Track a variety of metrics, with the support of other COLAB staff, related to programs and programmatic outcomes

COMMUNITY ENGAGEMENT

- Establish and leverage relationships in the community to achieve programmatic and relevant organizational goals
- Support the CEO in corporate engagement and explore collaboration opportunities
- Stay connected to other relevant programs in the community to ensure alignment rather than duplication
- Conduct Wayfinding meetings to ensure local entrepreneurs connect with resources to support their businesses
- Engage with communities outside of Chattanooga to learn and implement best practices

Qualifications and Experience

Required

- At least eight years of professional work experience in the startup/business/programmatic space, with increasing responsibility over the tenure.
- Ability to perform under pressure with tight deadlines.
- Outstanding oral and written communication skills.
- Excellent MS Office (specifically Excel) skills.
- Ability to work in a Google Suite office environment.

Desired

- Bachelor's degree
- Passion for entrepreneurship and/or economic development
- Past experience working at a scaling/scaled startup

Essential Personal attributes

- Team player committed to the CO.LAB's vision, mission, values and goals and passionate about supporting startups and small businesses.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Entrepreneurial and driven individual with strong organizational skills, exceptional attention to detail, and a can-do attitude.
- Ability to identify communications and marketing weakspots, and propose solutions.
- Ability to manage multiple projects on parallel and competing deadlines.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.

Salary Range

Salary will be commensurate with experience. The range for this position is \$75,000 to \$90,000 annually. Additionally benefits such as 401k match, annual bonus opportunity, health insurance and vacation days are provided.

Application Instructions

Applications should include a resume, cover letter (maximum one page) and contact details of two references.

Please send applications by email in PDF format to jobs@colab.is, including 'Director of Programs' in the subject line. **There is no closing date and interviews will take place on a rolling basis until the position is filled.** Please note that only candidates selected for further consideration will be contacted. No agencies please.

CO.LAB is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the United States.