



Rockville Economic Development, Inc. Position Description

Title: Managing Director
Maryland Women's Business Center

Accountability: Reports to CEO, Rockville Economic Development, Inc.

Rockville Economic Development, Inc. (REDI), a nonprofit organization, was founded in 1997 by The City of Rockville to serve as the economic development agency for the City. Today with a budget of \$2.5 million, it helps businesses launch, locate and expand. In 2010, REDI established the Maryland Women's Business Center (MWBC) to help women throughout the region start and grow businesses positioned for long-term growth through training, business counseling and other resources. Now funded in part through a Cooperative Agreement with the U.S. Small Business Administration, MWBC hosts more than 120 workshops a year and interacts with more than 1,600 clients through its various services and programs. See MWBC at www.marylandwbc.org and REDI at www.rockvilleredi.org.

DUTIES AND RESPONSIBILITIES:

- Manage daily operations of the Maryland Women's Business Center (MWBC) locations in Rockville and Bowie, and satellite site in Frederick.
- Responsible for an annual budget of \$1M and leading a staff of seven, contractors and volunteers to execute MWBC program goals.
- Work with REDI CEO, Board of Directors and Advisory Board to set direction for the Center's strategies, implement work plans and track progress.

Financial and Grants Management

- Responsible for fiscal management of MWBC to ensure resource and programmatic goals are met.
- Develop MWBC annual budget, track actual expenses to budget and report to REDI Board of Directors and its Executive and Finance Committees on financial position of the Center and market risks.
- Responsible for grants management for the Center, including proposals and applications, reporting and invoicing, etc.
- Ensure essential data is collected, maintained and reported properly as required by Funders.
- Interact with U.S. Small Business Administration (SBA), Association of Women Business Centers (AWBC), and other funders and stakeholders to maintain a productive, responsive relationship.

- Actively seek non-Federal funding from state and local government, corporations and foundations to raise matching amounts required by SBA and meet other Center goals.

Marketing and Public Relations:

- Develop and manage relationships with diverse stakeholders, including funders, community members, nonprofits, businesses and government officials at local and national levels.
- Publicize programs through a variety of mechanisms including media opportunities, website, social media, print channels and trade show attendance.
- Build and maintain network with organizations that support entrepreneurs.
- Oversee signature awards event honoring women entrepreneurs.
- Engage Advisory Board in regular communication to maximize members' time, expertise & resources.
- Supervise the training and business counseling programs to ensure a diverse population of women is supported in compliance with funder requirements.

Administration

- Help foster an organizational culture that encourages collaboration and accountability.
- Work with CEO to manage human resource functions for Center employees, including recruiting talent, staff development, performance evaluation, promotion and compensation discussions.
- Adhere to REDI policies and procedures.
- Perform other duties as required.

QUALIFICATIONS:

- Bachelor's degree in business or related field, with Master's degree in business preferred.
- At least seven years' relevant business and program management experience, PMP or other project management certification preferred.
- Proven track record of creating, launching, and managing successful projects.
- Entrepreneurial experience is highly desired.
- Public speaking skills and/or training experience.
- Familiarity with women's business issues.
- Proficiency in languages other than English desirable.
- Strong financial acumen with demonstrated experience in budget planning and forecasting.
- Strong interpersonal, verbal, and written communication skills.
- Demonstrated ability to collaborate with diverse stakeholders and balance competing interests.

COMPENSATION:

- Commensurate with qualifications and experience.
- Full-time position benefits: paid holidays and annual leave, health care benefits, 3% matching contribution to a Simple IRA plan, and parking in office location.

Rockville Economic Development, Inc. is an Equal Opportunity Employer.