



## Startup Tucson Program Manager

**Location:** 44 N Stone Ave, Tucson, Arizona

**Status:** Full-Time In-Person Salaried Position with Benefits

### About the Role

For this role, we are looking for an experienced Program Manager to organize and coordinate multiple Startup Tucson educational programs. The goal is to ensure that all programs deliver the desirable outcome and best serve our entrepreneurial community. The ideal candidate will be an excellent leader and will have experience in managing various programs to produce results in a timely manner.

The Program Manager will work to ensure that Startup Tucson's current programs are delivered to their intended audiences and that they meet the objectives outlined within Startup Tucson's various grants and contracts. With assistance from the rest of the Startup Tucson team, the Program Manager will be responsible for various aspects of program implementation including design, recruitment, execution, reporting and marketing. The Program Manager will work closely with the Programs Director to implement all education services and programs. As part of a small team, they will assist with "all-hands" responsibilities such as data collection, reporting, and administrative duties.

The Program Manager will work directly with multiple types and stages of entrepreneurs to help guide them in their process to launch a business using the tools and curriculum developed by Startup Tucson. They will also help to develop additional tools and programs to meet unserved needs, including the drafting of future grant and fundraising proposals.

### Responsibilities

- Program Lead for a number of Startup Tucson's current programs including the SPRINT Challenge program for growth stage entrepreneurs, Advanced Workshop Series and Startup Tucson Membership Program
- Assisting with Startup Fundamentals as an instructor and in the execution of Startup Tucson's new Capital Pipeline program for entrepreneurs and investors, including supporting entrepreneurs with their financials and business basics
- Central lead for entrepreneur Connections Services -- conducting Intakes and taking startup teams progress through our educational and mentoring pipeline.

# STARTUP TUCSON

- Assisting with recruiting, training and pairing mentors with entrepreneurs through various Startup Tucson programs
- Helping to execute Discovery Events including Startup Coffee, Startup Drinks, IdeaFunding and other community partner activations.
- Managing community communication including fielding calls, emails, and questions from the community, following up with newcomers and Startup Tucson Network Members, mentors, and partners
- Attending critical partner events and networking and education opportunities
- Marketing Startup Tucson programs to ensure enrollment and recruitment of new and diverse participants
- Supervising and managing Startup Tucson Program Coordinators, Interns/Fellows, and volunteers
- Assist with budget tracking, ordering, reporting, and managing administrative tasks as part of the overall programs execution-- under the supervision of the Programs Director and CEO
- Assist with development of new program, grant and funding proposals
- Staying on top of leading trends and thought-leadership in startup communities across the globe

## **Requirements:**

- We seek individuals who enjoy working in a collaborative, high-volume and energetic work environment and who are flexible team players
- Minimum of 2 years of experience as a program coordinator or similar position and demonstrated experience in program management and execution
- Experience working with entrepreneurs or owning own business
- Must have outstanding communication and writing skills; speaking a second language is preferred, especially Spanish
- Must be highly organized with a strong attention to detail and be able to complete tasks independently and thrive in a remote work environment
- Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment
- Must be able to lift and carry items for event set up
- Must be available for early morning or evening events as needed
- Familiarity with standard business software and technology such as Google Suite, Microsoft Office, CRMs, social media, Canva etc.
- Passionate about working with entrepreneurs and small-business owners



**Working Environment:**

Expected schedule would be 40 hours per week, typically 9am - 5pm at the Startup Tucson offices. Certain events and trainings may occur on nights and weekends with flex time provided in these instances. This position requires an occasional flexible schedule with the ability to work in the morning and evenings when programs are occurring, flexing your schedule during those times.

**Compensation & Benefits:**

This is a full-time position in-office. Salary is expected to start at or around \$52,000, with regular opportunities for review and enhancement. We offer a benefits package, including approved continuing education and professional development, \$600 per month towards coverage for medical, dental, and vision for staff, observed paid office holidays, 10 days of paid time off, short and long term disability, paid parental leave, retirement plan match after 2 years of employment, and much more.

**About Us:** Startup Tucson is a nonprofit that is working to build our region's economy through entrepreneurship and innovation. We are a lean organization tackling grand, audacious ambitions. We dream big, aim high, and we enjoy every minute of our work because what we are doing is so vital to our community. We value high-quality work, a can-do attitude, and strong interpersonal communication.

**To Apply:** Please email a copy of your resume and cover letter to [liz@startuptucson.com](mailto:liz@startuptucson.com)

**Hiring Steps:** We are looking for the right fit so this position will be open until filled. Application review will begin February 7, 2022. Selected applicants will be asked to participate 1) in an initial phone interview with one of the Startup Tucson team, 2) an in-person interview with additional members of the Startup Tucson and team. Candidates may also be asked to complete a mock-entrepreneurial feedback session.

**Start Date:** Startup Tucson hopes for the candidate selected to start ASAP.

*Startup Tucson is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*