

Move for America Fellowship Position Description

Project Period: August 26, 2024 through August 24, 2025

Site Name: Initiative Foundation

Location:

Requires work throughout our 14-county region - virtual and on-site expectations

Headquarters

405 1st St SE, Little Falls, MN 56345

Satellite w/Office

501 West St. Germain Street, St. Cloud, MN 56301

Supervisor: Donniel Robinson, Entrepreneurship Programs Officer

Host Site Organization Description

The Initiative Foundation (IF) was formed in 1986 during a time when Minnesota faced widespread financial hardships, high unemployment and shifting rural economies. The mission of IF is to empower people throughout Central Minnesota to build a thriving economy, vibrant communities, and a lasting culture of generosity. This is a regional community foundation who is responsively delivering programs, grants, loans, trainings, resources, and more to support the region's economic development, community health and individual success. We work with those from BIPOC, rural, and other underserved communities.

Project Description

Entrepreneurship programs coordinator supports the growth/delivery of programs and services for underserved entrepreneurs across our 14-county service area, including native nations. The focus is on engaging with and delivering resources to underserved entrepreneurs, including those of color and/or living in small rural communities. The coordinator works closely with entrepreneurship teams on established/emerging work, from business training programs and workshops to community-led initiatives that develop youth and adult entrepreneurs. The coordinator has opportunities to champion/co-lead projects, in the areas of engaging/resourcing communities, building capacity around business ownership, and access to capital. We are committed to close mentorship, while allowing independent work.

Goals of the Project

- To help underserved entrepreneurs, predominately low-income, rural, and/or people of color, start and grow small businesses.
- To provide access to lending for business owners who may not be able to access traditional sources of capital, including culturally tailored lending.
- To help ensure economic equity to underserved and/or entrepreneurs of color.
- To help ensure equitable access to resources and information for underserved and/or entrepreneurs of color.

Responsibilities

- Entrepreneurship program support (25%): Provide key support to entrepreneurship programs and services, including: Enterprise Academy, a 12-week cohort training program; the Foundation's technical assistance hub, delivering one-on-one coaching hours; the CDFI-certified loan fund's microloan program serving low-income and entrepreneurs of color; and specialized trainings and workshops.
- Building community to support and resource BIPOC entrepreneurs (25%): Develops and grows the networks and relationships the Foundation has built with BIPOC and other underserved entrepreneurs across central Minnesota, including: supporting new opportunities for alumni engagement, contributing to communication (email, newsletter social) that promotes events and resources; convening entrepreneurs to identify needs and opportunities; creating and maintaining lists of BIPOC-owned businesses; and other approaches.
- Special projects and initiatives (25%): Co-lead one or more projects to build diverse and underserved entrepreneurs' capacity and access to resources, with a focus on convening and engaging communities.
- Data and research (15%): Special projects as assigned.
- Other duties (10%): Participate in staff meetings and activities; assist with nonprofit and economic development teams; provide support to other teams and projects as capacity allows.

Qualifications

- Equivalent combination of studies in business, public affairs, sociology, social work or related fields, and/or relevant professional or lived experience in community-building, entrepreneurship, nonprofit or social change.
- Some prior experience working with diverse communities and communities of color is required.
- Basic abilities with email, word processing, spreadsheet entry and analysis, and digital file management required.
- A willingness to work a flexible schedule including some evenings and weekends is required.
- Position requires a valid driver's license and insurance coverage, or access to reliable transportation throughout a large service area.
- Knowledge of program and project design and delivery, including the skill to turn a larger vision into sequences of concrete tasks.
- Strong communication-driven and people-centered skills.
- Strong and responsive oral and written communication, critical thinking, problem-solving and conflict-resolution skills.
- Bonus: ability to speak additional languages (Spanish, Somali, Arabic).

For Move for America Fellowship qualifications and program information, please visit: www.move4america.org/projects