



## Position Description

### **POSITION INFORMATION**

**Position Title:** Business Incubator Manager

**Normal Work Hours:** 40 hours/week; evening and weekend work required as assigned

**Location:** Huerfano County, Colorado

**Exemption Status:** Exempt under FLSA

**Salary range:** \$63,000-\$75,000

**Title of Supervisor(s):** Huerfano Economic Development Company Board of Directors

### **BACKGROUND:**

The Huerfano County Business Incubator and Makerspace (HCBI) is a community economic development initiative led by the Huerfano Economic Development Company and supported by other local, regional, state, and federal partners, that intends to encourage small business development, entrepreneurship, and innovation in the retail sector which will result in company formation, job creation, increased sales, and growth of the tax base. Through establishing a Pop-Up Retail Business Incubator, Huerfano County hopes to diversify the retail shopping market and fill market gaps with local, independently-owned businesses to facilitate the launch of new or early-stage retail businesses in Huerfano County. The pop-up model seeks to add energy to downtown retail with exciting, changing, interactive experiences for customers. Communities throughout the US are utilizing pop-up retail as a retail revitalization strategy. The activity it creates gets attention while the support and space to experiment offers an important bridge for startups to progress to permanent retail locations.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES:**

The Business Incubator Manager will be responsible for the overall operations of the business Incubator. Responsibilities include; building collaborative relationships within the business community, developing, and overseeing the delivery of incubator curriculum, management of an annual budget, establishing, and coordinating a resource network, overseeing facility maintenance, supervising and empowering staff, and coordinating the execution of lease agreements with incubator tenants. The BI Manager will also be tasked with the development of a sustainability plan for the Incubator program past current grant funding.

## **DUTIES**

### **Management**

The Business Incubator Manager will:

- Develop and revise the Business Incubator mission statement and strategic plan as necessary in cooperation with the HCED Board.
- Identify and implement strategic opportunities that meet the Incubator's mission statement.
- Design and conduct program activities including those directly related to the Retail Pop-up Incubator and pipeline development, as well as activities having a broader impact on the retail sector and business community in Huerfano County including workshops, conferences, training and events to be held under the auspices of the Incubator.
- Establish timelines, priorities, plans of action, and deadlines for the Incubator's projects and activities.
- Coordinate the day-to-day operations of the Incubator program.
- Track the Incubator's projects, activities, performance, and results.
- Develop and maintain program policies and procedures including Incubator company leases.
- Prepare and submit reports as needed for the Incubator stakeholders.

### **Consultative and Business Development**

The Business Incubator Manager will work with local, regional, and state resources, supplemented with hired expertise to deliver quality business development and technical services to the Huerfano business community. He/she will:

- Apply basic business knowledge to support area entrepreneurs and small businesses.
- Assist clients in accessing additional resources to help them build their ideas and companies.
- Partner with and cultivate external resources to benefit Huerfano County businesses.
- Identify entrepreneurship and small business ecosystem-building opportunities and build coalitions to act on these.
- Form and manage a comprehensive array of consulting resources to serve the needs of entrepreneurs and small businesses in the region.

### **Staff, Contractors, and Participant Services**

The Business Incubator Manager manages office staff, sub-contractors, and participant services to ensure high performance and excellent client outcomes. He/she will:

- Define the recruitment and selection methods for Business Incubator staff, contractors, and participants.
- Identify, determine eligibility, and select participants for the Pop-up Business Incubator program.
- Recruit, hire, train and evaluate staff.
- Evaluate and contract with professional independent contractors for additional services as applicable.
- Assign projects, contracts, tasks, assignments, and functions to all staff and independent contractors.
- Provide timely and constructive performance evaluations to all staff and evaluate contractor performance.
- Utilize staff, contractors, and other external resources as described above to deliver quality and impactful programming to participants.
- Provide opportunities for professional development to all staff.

### **Outreach and Community Involvement**

The Business Incubator Manager manages the distribution of information, documents, achievements, and findings generated from the programs conducted by the Business Incubator, and promotes the Business Incubator through press releases, websites, social media, placement of articles in magazines and journals, presentations at meetings, and personal contacts. He/she will:

- Collaborate with Huerfano County businesses, nonprofits, and government entities for cross-promotion of services, events, and opportunities.
- Develop a Marketing strategy for the Business Incubator.
- Work with staff and contractors to develop the website, social media, and content to support marketing strategy.
- Obtain sponsorships for events as needed.
- Serve as spokesperson for the Business Incubator media sources.
- Represent the interests of the program in regional and national professional associations and with stakeholders.

### **Budget and Grant Management**

The Business Incubator Manager will maintain the Business Incubator budgets, and ensure that it is up to date and verifiable on a monthly basis, He/she will:

- Prepare, document, monitor, and administer the Business Incubator budget.
- Track and report on expenditures to HCED Board and grant administrators.
- Obtain necessary input and approvals for budgets from HCED Board and external Stakeholders.
- Plan and project program expenditures.
- Establish and submit proper and required paper documentation for all project expenditures.
- Create and manage systems and processes to comply with necessary reporting requirements to ensure grant compliance.

### **POSITION REQUIREMENTS**

Business ownership or senior management experience  
 Exceptional organizational skills  
 Highly motivated and flexible  
 Self-directed  
 Exceptional Leadership skills  
 Outstanding computer, analytical, and Internet skills  
 Great communicator  
 Business background and knowledge  
 Marketing expertise

### **Knowledge, Skills, and Abilities**

Be able to demonstrate the following:

- Business degree or equivalent experience
- Experience with the Retail sector
- A minimum of five years of progressively responsible professional experience.
- Experience in program planning, implementation, administration, and management.
- Ability to work cooperatively with a wide cross-section of people representing diverse interests.
- Ability to maintain confidentiality and work independently using discretion and independent judgment.
- Direct working experience in effective team coordination and demonstrable problem-solving skills.
- Experience in training, mentoring, supervising, and evaluating staff.
- Budget administration and management experience.
- Demonstrated experience developing and maintaining accurate and detailed records.
- Demonstrated ability to communicate effectively both verbally and in writing and to effectively communicate on an individual and group basis.
- Must possess report-writing skills.
- Job-related experience with online computer systems, databases, word processing, spreadsheet software, email, and web applications required.
- Must possess strong organizational skills, including attention to detail and managing multiple activities.

- Must be able to work occasional varied hours as required to attend Business Incubator functions, including weekends and evenings.
- Must be able to travel as required.
- Continued professional development expected.

**Benefits and Conditions**

This position is grant funded through the Economic Development Administration. The period of the grant is 3 years completed at the end of 2025. Although Huerfano County will pursue sustainability for the Business Incubator and Makerspace programs, there is no guarantee that this position will exist past the grant timeline.

Benefits include a group health insurance policy, and all payroll related costs.