

CITY of AZTEC JOB DESCRIPTION

Job Title:	Business Incubator Manager
Department:	Aztec HUB
Shift:	40 Hour Work Week Monday-Friday
Pay Plan:	GRD 17.3 \$19.11/HR
Exempt:	No
Reports To:	Community Development Director
General Direction From:	Community Development Director
Position Closes:	POSITION OPEN UNTIL FILLED

PURPOSE & NATURE OF JOB

The Business Incubator Program Manager is a new and unique position that requires the attention and oversight of an individual who has small business and/or program development experience. The Manager, Business Incubator is responsible for coordinating the activities of the Aztec HUB's business incubator by working collaboratively with incubator tenants and clients, and associated business partners. The Manager, Business Incubator oversees and facilitates the operation of the business incubator by coordinating services and developing and providing business development assistance to incubator tenants and clients. The incubator operates as a storefront and office space working with mainly retail, office based and other businesses. This position will be responsible to collect rent, process tenant agreements, and maintain and operate the facility. Additionally the goal is to hub businesses so that they can grow their capacity and connect with program partners to improve their business plans and be ready in the future when they can fully operate independently. The HUB is the "in between" step for these small businesses who want to break into the market at a pace that makes sense and is not overly risky.

ESSENTIAL DUTIES

- Ensures the success of the Aztec HUB's commitment to supporting economic development by facilitating entrepreneurship and small business development
- Oversees the day-to-day operation of the business incubator facility, including marketing the facility, recruiting potential tenants, and assisting in screening potential clients and making recommendations
- Works with community stakeholders and advances community partnerships on behalf of the HUB and the City of Aztec to stimulate economic development in Aztec
- Acts as a catalyst to strengthen the region's small-business support network by coordinating the delivery of services to tenants and clients and working closely with other business service providers to facilitate tenant and client success.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employer.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Evaluates and seeks potential funding sources through program revenue, grants, donors, etc.
 - Develops and maintains a client database, prepares periodic reports, and maintains records of projects, progress, and the status of the incubator
 - Conducts business counseling with tenants and clients on an individual basis.
 - Business recruitment and retention for incubator program
 - Basic small business coaching and business plan oversight
 - Storefront management for retail space during hours of operation. Duties include; Utilizing KIVA system for customer sales, generating weekly sales reports, facilitating transactions and closing cash drawer and preparing and delivering daily deposits
 - Program marketing including; regular social media posts, event participation, material distribution, website updates, etc
 - Using excellent customer service skills, to establish and maintain effective working relationships with clients, business partners, and the general public
 - Develop and maintain collaborations with partnering agencies and nonprofits
 - Schedule monthly training workshops and recruit trainers
 - Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed
 - Work is performed independently within established policies, procedures and work programs. Work may be reviewed by the Community Development Director, in progress and on completion, for conformity with standards, quality, and accuracy of work performed
 - All other duties as assigned.

NON-ESSENTIAL DUTIES:

- Serves as a member of various staff committees as assigned.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

RESPONSIBILITIES

Supervision:	Serves as lead worker of one unit, crew, or group
Public Contact:	Frequent contact with clients, partners, and the general public, as well as managers and staff regarding routine to complex technical matters.
Budget:	Secondary responsibility to implement and monitor the budget
Other:	Sending mail, and accurately writing, editing and typing various correspondence, reports and memos. Maintains inventories and orders office supplies and materials. Proper dress attire

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education: A Bachelor's degree in Business Administration, teaching, or a related field is required; a Master's degree in Business Administration or a related field is preferred.

Experience: At least five years of business, educational development or business, counseling experience is required.

Knowledge: Strong verbal and written communication skills, excellent interpersonal and organizational skills, knowledge of business management principles, budget formulation and financial management, property management and leasing, and computer literacy are required. The ability to work collaboratively with a variety of constituents and organizations is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Certificates/Licenses: None

Recertification: None

Use of Tools and/or Equipment: General office equipment: computer, fax, telephone, copier, 10-key, scanner

WORK ENVIRONMENT

- Physical Demands:** The scope of the position requires evening and occasional weekend work. Occasional overnight, out-of-town travel is required. Must be able to lift and transport materials weighing up to 50 pounds.
- Hazards:** No observable hazards or threat to health or safety. Adequate working conditions.
- Exposures:** Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to ensure comfort. Some exposure to weather elements while conducting field investigations, cleanup activities or operating booths at community events.