



Program Director – Job Description

PIPELINE SEEKS AN ENERGETIC EXECUTIVE TO WORK WITH PRESIDENT TO HELP BUILD AND SUSTAIN THE PIPELINE FELLOWSHIP PROGRAM AND RELATED ENTREPRENEURIAL PROGRAMMING. THE POSITION ASSISTS THE PRESIDENT IN MANY AREAS, INCLUDING BUT NOT LIMITED TO, CURRICULUM DEVELOPMENT, FINANCIAL ORGANIZATION AND REPORTING, FUNDRAISING EFFORTS, EVENTS, PUBLICATIONS, ALUMNI PROGRAMMING AND OUTREACH, MENTOR PROGRAMMING, AND PRESENTER/SPEAKER/PARTICIPANT RECRUITMENT:

THE SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING EXPERIENCES AND SKILLS:

Extremely organized, self-starter, manager
Should have a strong bias toward tracking details and ensuring work product is organized, catalogued and follows program goals/guidelines.
Excellent supervisory and interpersonal skills.

Knowledge of standard office software packages. Good communications and presentation skills. Ability to relate well to leadership, senior executives and entrepreneurs. Good judgment, tact and discretion in dealing with sensitive and confidential material. Ability to work under pressure of time, multiple simultaneous demands, and multiple constituencies. Meticulous, sharing, collegial.

MINIMUM REQUIREMENTS:

- Bachelor's degree;
- Experience in working with virtual teams;
- Experience in complex project management;
- Excellent written communications skills;
- Independent, proactive work skills;
- Comfort with finance, budgets

DESIRED SKILLS AND EXPERIENCE:

- Knowledge of entrepreneurship, business, investment.
- Experience in grant applications and fundraising
- Management of databases, information and research programs;
- Preparation and implementation of business and strategic plans.

Date Posted: Open January 2012
Salary: Salary is competitive and dependent on qualifications and experience.
Type: Full Time – Experienced
Education: Bachelor's Degree

Electronic applications only: A letter of interest with resume should be sent by E-mail to jcobb@pipelineentrepreneurs.com.

Applicants must specifically address the seven areas of Skills and Experience listed above. If an applicant does not have experience in one of these areas, an explanation should be provided of how existing skills and experience would enable you to perform tasks in these areas.

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pipelineentrepreneurs.com