Job Description
Business Incubator Program Manager

NEWSED CDC works to promote and develop economic, housing, arts and cultural, and community programs that increase income and education levels, and political engagement of Denver-area residents. Founded as part of the national Community Development Corporation (CDC) movement, NEWSED has been serving the Denver community since 1973 and celebrated 40 years of service in 2013. CDCs are unique among nonprofit organizations due to their emphasis on promoting community development, characterized by community leadership and work primarily in housing, commercial development projects and job creation in low-income and marginalized communities.

As part of its vision and initiative to support community development and small business in the neighborhood of La Alma Lincoln Park, NEWSED created Denver’s first retail incubator space called The ZONE Business Connection Center. The ZONE launched in early 2013. The goal is to serve eleven clients per year with a five year goal of serving 50 to 55 clients in total. The program operates as a storefront and office space working with mainly retail, office based and non-food businesses. The rational for this approach is based upon its location and unique customer base - located in the heart of a state designed Art District. 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 ZONE 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.

http://santafedrive.org/zone/

Job Summary
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 ZONE is a social enterprise as its goal is to serve the community and produce earned income for its own sustainability. The Program Manager will report to and work with NEWSED’s Development Director on a regular basis. The following are the main duties and skill sets required for the position;

Main Duties
- 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 POS system for customer sales, generating weekly sales reports and facilitating ACH transactions,
  - Basic program marketing including; regular social media posts, event participation, material distribution, website updates, etc...,
- Develop and maintain collaborations with partnering agencies and nonprofits,
- Schedule monthly TA workshops and recruit trainers
• Other duties as assigned

**Skills and Experience**
• Basic bookkeeping,
• Retail experience,
• Small Business coaching/counseling and/or Program Development
• Microsoft Office applications; Word, Excel, Office,
• Experience with Wordpress is a plus but not required,
• Bilingual preferred

**Education**
BA in Business Management or any Business related degree or equivalent experience.

Compensation: Position starting at $30,000 annually

Work Hours: ¾ Time – 30 hours per week, no benefits. Candidate must have a flexible schedule.

Selected candidate must pass a pre-employment background and credit check.
Please send resume and cover letter to:
  abarela@newsed.org
  Or Fax to: 303-534-7418
  No phone calls, please.