

Job Description

Position Title: Program Manager, Business Incubator

Job Group: Workforce Development

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The Program Manager - Business Incubator is responsible for overseeing the day-to-day operations of the Pima Community College Incubator. The Program Manager - Business Incubator will be involved in establishing and launching the Business Incubator program. The Business Incubator program is designed to support the development and growth of new and early-stage manufacturing companies, as well as to support existing manufacturers with their efforts to create new products and to optimize the production of existing products.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Partners with the leadership of the Workforce Development and Applied Technology teams to create and launch the newly established Business Incubator Program
2. Coordinates with the college's Applied Technology department to provide advanced manufacturing and applied tech resources and advice to incubator participants.
3. Collaborates with the team to establish and optimize Incubator operating processes including recruitment, operations, program management and budget.
4. Collaborates with internal and external teams to facilitate the completion of the physical buildout of the Incubator meeting rooms, maker spaces and offices.
5. Identifies and recruits new entrepreneurs and existing companies to participate in various startup and incubator programs.
6. Provides mentorship training and resources to participating companies to help them grow and succeed.
7. Organizes and coordinates events and workshops to educate and support participating companies.
8. Networks with industry leaders, advisors and potential investors to connect participating companies with resources and opportunities.
9. Manages the financial operations of the Business Incubator program.
10. Collaborates with Innovation and Workforce team leadership to develop, administer, and monitor budgets; implement and allocate resources.
11. Establishes and maintains relationships with key stakeholders and partners of the program.
12. Measures and reports key indicators regarding the performance and impact of the incubator program.
13. Collaborates in the development, implementation and facilitation of department goals and objectives and unit policies and procedures.

14. Establishes, monitors, evaluates, and improves processes, procedures and/or standards, ensuring alignment with the College mission, values, goals, objectives, initiatives, and local, state, and Federal laws and regulations.
15. Supports diversity, equity and inclusion practices and model leadership.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of accounting, budget and fiscal practices
4. Knowledge of principles and methods for promoting programs and services
5. Skill in budget/resource management
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in problem solving
9. Skill in organization, coordination and management
10. Skill in program development and process improvement
11. Ability to develop and maintain effective and positive working relationships
12. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field of study required.
 - Master's degree in in a closely related field of study preferred.
 - Three (3) to five (5) years of related experience with professional-level program management experience
 - Five (5) to eight (8) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work hours