



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Program Director, Goldman Sachs <i>10,000 Small Businesses</i>
POSITION NO.	502818
LOCATION	Warwick Campus
REPORTS TO	Executive Director, Goldman Sachs <i>10,000 Small Businesses</i>
GRADE	PSA 14
WORK SCHEDULE	Non-Standard: 35 hours per week; limited appointment
SUPERVISION	Program Assistant Interns
LIMITATION (if applicable)	Subject to renewal after annual review
REVISION DATE	September 2024

JOB SUMMARY:

The Goldman Sachs 10,000 Small Businesses initiative is part of a national investment to unlock the growth and job creation potential of small businesses, and is based on the broadly held view of leading experts that a combination of education, business support services, and access to capital best addresses the barriers to growth for small businesses. Full program details at CCRI.edu/10KSB

The Goldman Sachs 10,000 Small Businesses Program Director runs the day-to-day operations of the 10,000 Small Businesses (10KSB) program. S/he plays a vital leadership and management role in ensuring program operations are planned, organized and effective for scholars, staff, faculty, and program guests. The Program Director runs the program cohorts, administers the classroom; supports the faculty and scholars in all education delivery logistics; prepares and plans for each Cohort in coordination with the Lead Faculty, preparing all curriculum materials, coordinates with our national education partner Babson College on all curriculum and faculty training and delivery matters, serves as key liaison to the full 10KSB team at CCRI, coordinates, schedules and leads team meetings, events and activities.

The Program Director prepares and manages the annual grant budget, in coordination with the Executive Director and the College Grants Accountant, and develops the grant renewal request every year. S/he processes all requisitions and workflows, tracks expenditures, prepares grant budget expenditure reports, and assists the Executive Director in preparing her end of year grant report. S/he is responsible for the proper recording of all grant budget documents, invoices and purchase orders.

The Program Director works with the Outreach Director to identify and engage with prospective applicants, attending outreach events and supporting sponsored events. S/he processes applications, schedules applicant interviews, and sends communications to applicants and scholars.

The Program Director reports to the Executive Director of the 10KSB Program at CCRI.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment

Program Delivery:

- Administers and manages the classroom during every class
- Invites classroom guests
- Coordinates all networking, mentoring, and professional services activities for the program
- Organizes and plans menu within budgets for all classes and clinics, from breakfast, coffee, water, lunch, afternoon snacks, and coordinates with caterer
- Arranges room set-up with facilities staff for all outreach events, classes and clinics at CCRI
- Acquires all curriculum materials i.e., books, duplication of articles, documents, prior to classes

- Confirms any need for technology and works with the technology department to ensure that those needs will be handled within budget
- Take notes at all meetings, including pre-calls, walkthroughs and debriefs (weekly)
- Posts evaluations, class materials, and other information to Basecamp, and responds to scholar questions on Basecamp
- Posts and collects pre-work before each module and clinic and delivers to Module faculty

Grant Budget:

- Prepares and manages the annual grant budget
- Develops the grant renewal request annually
- Processes all requisitions, purchase orders, and workflows, and tracks invoice payments by using CCRI banner system and Chrome River application
- Manages purchase card and processes credit card statement reports monthly, making sure to balance expenses with each statement
- Tracks budget expenditures, ensuring the program stays on-budget, coordinating with College Grants Accountant as required and needed
- Assists Executive Director to prepare expenditure progress reports throughout the year and the year-end report on grant expenditures and program impact

Applicants:

- Works closely with Outreach Director to identify and engage applicants
- Participates in the interviewing panel during the selection process
- Attends outreach events and sponsored events, often during after-work hours
- Follows up with prospective applicants
- Builds relationships with community partners to bring more applicants to the program
- Communicates with applicants to assist in application completion and gathering required documents
- Organizes finalist documents according to direction from our national recruitment partner, Initiative for a Competitive Inner City (ICIC)
- Coordinates and schedules interviews with panelists and applicants
- Prepares and executes the sponsorship budget which supports sponsorships to community partners that promote outreach efforts to prospective applicants
- Researches community events to attend and sponsor

Supervision:

- Supervises Program Assistant Interns, one intern per cohort (three cohorts per year)

Departmental Support:

- Organize and moderate weekly team meetings, take and keep meeting notes
- Manage the 10KSB dedicated email account and telephone line, and ensure that requests and questions are routed to the appropriate staff member
- Participate in assessment of curriculum sessions through post-session debriefings as appropriate
- Plan year-long schedule for cohorts in coordination with the Executive Director and Babson College
- Reserve classrooms
- Support scholar recruitment and alumni events as needed
- Other duties as needed to support program success

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably business or program management-related
- A minimum of five (5) years' work experience demonstrating increasing levels of responsibility related to program management, classroom management, and grant management

PREFERRED QUALIFICATIONS:

- Master's degree
- Experienced and proficient with nonprofit grant budget development, budget tracking and grant management
- Experience with outreach and recruitment
- Outcome-oriented and a problem solver
- Detail oriented with a strong understanding of logistics
- Skillful communicator, creative, and an effective collaborator
- Understands and is experienced in event scheduling and planning
- Extremely Proficient in Microsoft Office and Excel
- Proficient in Basecamp, LivePlan, SalesForce, DropBox, WebEx and Zoom
- Ability to work quickly and calmly in a fast-paced, deadline-driven environment
- Dedicated to the program mission of small business job creation, revenue generation, and small business growth as a key driver of economic development and community impact

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.