



## **Director, Central Indiana Women's Business Center Job Description**

The Central Indiana Women's Business Center (CIWBC) is a cooperative program in partnership with the U.S. Small Business Administration, under the umbrella of the Business Ownership Initiative of Indiana (BOI) as a division of the Indy Chamber.

**Title:** Director, Central Indiana Women's Business Center

**Function:** CIWBC seeks a dynamic, outgoing, client-oriented, thought leader to lead and manage the Women's Business Center program. This position will serve women entrepreneurs in the nine-county Indy region through financial education, technical assistance, and micro-lending.

The Director will direct and monitor all program activities and all financial affairs of CIWBC to ensure effective delivery of services and will serve as the SBA's principal liaison for all matters involving the CIWBC.

**Supervisor:** Executive Director, Business Ownership Initiative

**FLSA Status:** Exempt

**Employer:** Business Ownership Initiative

**Duties:**

- Directs and coordinates the scheduling and delivery of technical assistance programs and micro-lending services, following OWBO Notice of Award requirements and organizational goals.
- Ensures successful attainment of all minimum performance targets, metrics and milestones, for each CIWBC program grant period.
- Staff liaison and administrator for the CIWBC Council.
- Monitors socio-economic trends to develop new programs or identify opportunities for program or service enhancements to support underserved/minority women business owners.
- Collaborates with marketing and communications team to develop internal and external communications plan for CIWBC programs, services, and other organizational announcements.
- Responsible, working with the finance department and Director of Grants, to ensure all programs and services provided are delivered within budget and follow OWBO grant audit requirements.
- Provide direct client services, including but not limited to one-on-one coaching, cohort/class teaching, and business loan coaching/pipeline management.
- Identify and cultivate relationships with corporate funding prospects.
- Other duties as assigned by the executive director.

**Requirements:**

- College degree or military equivalent strongly preferred
- Minimum 3 years' small business banking or finance industry experience preferred
- Possess drive, initiative, and knowledge to provide financial options for clients using a consultative approach
- Excellent interpersonal skills, ability to relate to people from a range of social, economic, and cultural backgrounds
- Strong communication and organizational skills