

Blackstone Entrepreneurs Network

Program Director

The Blackstone Entrepreneurship Network in Colorado (“BEN Colorado”) is supported by a gift from the Blackstone Charitable Foundation to the University of Colorado’s Silicon Flatirons Center for Law, Technology, and Entrepreneurship. The core mission of BEN Colorado is to create a network of the State’s most successful serial entrepreneurs and business leaders and connect them to a carefully curated cadre of the State’s most promising ‘gazelles’, companies that have the prospect to become or have emerged as very high value enterprises based in Colorado in five industry segments: Technology and Telecommunications; Health and Bioscience; Energy; Natural Foods; and Aerospace.

The BEN Colorado Program Director will report to and support the Executive Director with building the program and leading the development and operation of the network. The Program Director will handle the day-to-day operations of BEN Colorado, serving the Boulder and Denver Metro and Surrounding Areas. The Program Director will be an organized individual with a proven record of management and team building.

The Program Director will, at the direction of the Executive Director, work directly with a wide range of constituents at the University; with Companies seeking to join the network; and with Colorado’s most seasoned business and government leaders.

Position Responsibilities:

1. (20%) Working with the Executive Director and various committees, attend and help plan, coordinate, and conduct all events and board meetings; logistics, outreach, speaker coordination, drafting agendas, invitations, and publicity;
2. (20%) Working closely with the Executive Director to support and track outreach and communication with the Steering Committee, Advisory Group, Master Entrepreneurs, organizations, affiliated partnerships, and growth-potential founders;
3. (20%) Working with the Executive Director in coordination with Blackstone requirements and the University systems, management of the budget, as well as, providing periodic financial reports to the Executive Director and Blackstone Foundation. Maintain monthly budget review and reconciliation;
4. (20%) Manage the overall administrative, operational, and personnel functions of BEN Colorado within the University of Colorado's systems, policies and procedures;
5. (10%) Track and draft reports on program outcomes and document the model for future replication; and
6. (10%) Support the Executive Director to ensure programmatic fidelity to the proposal including helping prepare regular reports to the public and all key stakeholders.

A successful candidate will:

1. Hold an undergraduate degree in a field related to technology or business from an accredited four-year college or university;
2. Be able to work in a fast-paced start-up environment, including evening and weekend activities and events;
3. Have experience building and managing a distributed team including Fellows, Research Assistants, and Interns;
4. Be able to successfully interact with senior government, philanthropic, University, business, and entrepreneurial leaders in person and via other media;
5. Have proven multi-tasking capabilities with demonstrable attention to detail;
6. Have excellent communication, strong customer service, and exemplary Microsoft Office skills;
7. Have experience working in public service or service oriented roles; and Be able to work collaboratively with, and credibly represent BEN Colorado, Silicon Flatirons, and other constituent groups.

The Program Director should be comfortable with CRM systems, specifically Salesforce. At least two years' experience managing in a for-profit or not-for-profit context strongly preferred.

Open until filled. To apply, please submit the following materials to Anna.Noschese@colorado.edu:

- 1) A cover letter that specifically addresses the job requirements and outlines qualifications;
- 2) A current resume;
- 3) A list of 3 professional references and their contact information; and
- 4) Proof of Undergraduate Degree (This can be a copy of diploma or unofficial transcripts, noting date of degree conferral.)

Contact:

Anna Noschese

Silicon Flatirons Program Director

Anna.Noschese@colorado.edu