



HEADQUARTERS ADMINISTRATIVE OFFICE

JOB OPENING  
DIRECTOR OF ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT

Opening Date: February 6, 2017 Closing Date: February 27, 2017  
Please submit cover letters and resumes via email to: [jobs@laul.org](mailto:jobs@laul.org)  
[www.laul.org](http://www.laul.org)

<b>Job Title:</b>	Director of Entrepreneurship and Economic Development
<b>Reports To:</b>	President and CEO
<b>Location:</b>	League Headquarters Administrative Office   Los Angeles
<b>FLSA Classification</b>	Exempt   Full-Time

LEAGUE CORE VALUES	
<i>We will use every ethical, legal and morale means to further our mission.</i>	
<ul style="list-style-type: none"> <li>We will take smart risks</li> </ul>	<ul style="list-style-type: none"> <li>We will be results oriented</li> </ul>
<ul style="list-style-type: none"> <li>We Will not be threatened by greatness</li> </ul>	<ul style="list-style-type: none"> <li>We will treat all people with respect</li> </ul>

CORE VALUES	
<i>We will use every ethical, legal and morale means to further our mission.</i>	
<ul style="list-style-type: none"> <li>We will take smart risks</li> </ul>	<ul style="list-style-type: none"> <li>We will be results oriented</li> </ul>
<ul style="list-style-type: none"> <li>We Will not be threatened by greatness</li> </ul>	<ul style="list-style-type: none"> <li>We will treat all people with respect</li> </ul>

PURPOSE OF POSITION
Under the direct supervision of the President and CEO, the Director of Entrepreneurship and Economic Development is responsible for the planning, development, and overall operation of the League's entrepreneurship and business development programs. Duties will also include organizing business development meetings for business owners and entrepreneurs. Interviewing existing businesses and reviewing business history to identify suitable program opportunities. The Director will also engage in activities which promote the economic growth and development of established businesses and aspiring entrepreneurs, market to local businesses and access the needs of the business customer.

KEY AREAS OF RESPONSIBILITIES	Suggested % of Time
<p><b><u>INITIATIVE ADMINISTRATION</u></b></p> <ul style="list-style-type: none"> <li>Develop and implement systems, programs and procedures for the daily maintenance and operation of the Entrepreneur and Business Development Programs.</li> <li>Manage and oversee the day-to-day operations of all entrepreneurship and business development programs.</li> <li>Collaborate with partnering organizations to leverage resources that enhance programmatic services</li> </ul>	<b><u>55%</u></b>

THE LEAGUE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT ON ANY BASIS.

<ul style="list-style-type: none"> <li>• Prepare the Memorandum of Understanding (MOU) outlining the responsibilities and performance of each partner.</li> <li>• Oversee department operations insuring that customers receive assistance and professional development workshops and one-on-one counseling services.. Planning, procurement opportunities, reference materials and resources pertaining to underrepresented minority businesses.</li> <li>• Maintain a monitoring system to ensure program service strategy is implemented with successful outcomes.</li> <li>• Review and submit monthly reports of business service activities and coordinate employer meetings, workshops and business luncheons.</li> <li>• Provide assistance and resources for individuals who wish to complete educational goals to build or maintain a small business. Through financial literacy and asset-specific education, participants will be prepared to enter most postsecondary schools and earn the degree or credentials to start a small business.</li> <li>• Assign workshops to help participants acquire or polish their understanding of higher education which is essential for long-term success.</li> <li>• Provide leadership to successfully execute key initiatives that support entrepreneurship and business development from all sources including government, foundations, and corporate sponsors.</li> <li>• Locates or proposes potential business deals by contacting potential partners; discovering and exploring opportunities.</li> </ul>	
<p><b><u>COMMUNITY AND BUSINESS DEVELOPMENT OUTREACH</u></b></p> <ul style="list-style-type: none"> <li>• Develop and coordinate strategies and outreach activities to attract employers, entrepreneurs and community partners that will assist in meeting, training and business development goals for the League's entrepreneur.</li> <li>• Research new business opportunities</li> <li>• Develop and maintain partnerships and relationships throughout the community. Garner and develop resources and leverage to increase entrepreneurship awareness.</li> </ul>	<b><u>30%</u></b>
<p><b><u>TEAM MEMBER MANAGEMENT &amp; OTHER LEAGUE STRATEGIC GOALS AND INITIATIVES</u></b></p> <ul style="list-style-type: none"> <li>• Supervise, coach and mentor team members; recommend training to the team as necessary</li> <li>• Maintain effective working relationships with League team members</li> <li>• Comply with League mission and core values</li> <li>• Commit to the League's internal strategic goals and initiatives</li> <li>• Manage and oversee compliance with League policies and practices, including the League's non-discrimination, harassment, open door and time and attendance policies.</li> <li>• Collaborate with other departments and program within the League to work towards success of your own program and other programs and initiatives within the League</li> </ul>	<b><u>15%</u></b>

**KEY CAPABILITIES**

THE LEAGUE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT ON ANY BASIS.

Ability to manage and coach team members to success and the ability to build a team among employees	Creative and innovative thinker
Effective in conflict-resolution	Strong strategic vision and presentation skills
Strong leadership and managerial skills	Flexibility in terms of change
Collaborative relationship builder	Time management and follow through skills

<b>REQUIREMENTS</b>	
Bachelor of Arts or Bachelor of Science Degree in business administration or related field. Master's degree given special consideration.	Non-profit, social sector and/or government experience is a plus.
Computer savvy. Working knowledge of MS Office Suites.	Experience in business development, sales and/or marketing.

<b>PHYSICAL DEMANDS</b>	
May require sitting or standing for up to 6-8 hours.	Bending at the waist, kneeling or crouching to file materials, make copies and other office administrative tasks
Occasional reaching overhead, above the shoulders and horizontally to perform certain office and other administrative tasks	Must be able to lift 10-15 lbs. occasionally
Movement of hands and fingers to operate a computer keyboard	Ability to hear and speak clearly to exchange information in person and via telephone

THE LEAGUE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT ON ANY BASIS.