

Job Description

Director of the Everyday Entrepreneur Program

Position Overview

The National Association of Community College Entrepreneurship (NACCE) seeks a dynamic and experienced individual to serve as the Director of the Everyday Entrepreneur (EE) Program. The two stage (Level 1 - Education and Level 2 - Business Launch) student entrepreneurial program has a history of success over the past 7 seven years and is currently operating at 50+ community colleges, launching over 300 businesses <https://www.nacce.com/EEVF>.

The Director will lead program management, resource development, and strategic partnerships to ensure the program's success and scalability. The Director will supervise the Everyday Entrepreneur full-time Coordinator and existing partners.

Key Responsibilities

1. Program Management & Development

- Oversee the implementation and ongoing expansion of the EE Program to 120 colleges by the end of 2026, including core components such as educational modules, business launch support, pitch competitions, and mentoring.
- Evaluate the program's effectiveness in engaging credit students, non-credit students, and workforce development participants.
- Align program initiatives with NACCE's mission, values, and strategic goals.
- Establish a centralized support hub or regional liaisons to provide technical assistance to EE colleges.

2. Strategic Planning & Evaluation

- Conduct regular assessments to evaluate program metrics, including student engagement, business launches and economic impact (e.g., jobs created, revenue generated).
- Collaborate with external partners, evaluators or fellows to refine program metrics and reporting frameworks.
- Develop and implement strategies for targeted growth, prioritizing underserved regions and demographic groups.

3. EE College Engagement & Growth

- Foster greater engagement among current NACCE members through workshops, webinars, and peer learning sessions.
- Showcase success stories to highlight program impact and increase brand credibility.
- Design campaigns to recruit new EE colleges and grow NACCE membership.

4. Partnership & Long-Term Fundraising Development

- Secure corporate sponsorships, foundation grants, and government funding to support the program's financial sustainability.

- Oversee the development and management of an advisory committee or board to guide program strategy.

5. Financial Oversight

- Manage the program’s annual budget of approximately \$500,000, ensuring efficient allocation of resources.
- Leverage matching funds to offset costs and sustain program operations.
- Provide detailed budget reports to stakeholders and NACCE leadership.

6. Team Leadership

- Supervise and collaborate with the EE Program Coordinator to manage day-to-day operations.
- Provide training and professional development opportunities for program staff and faculty.
- Facilitate regular team and stakeholder meetings to evaluate program progress and address challenges.

7. Qualifications

- Bachelor’s degree in business, entrepreneurship, education, or a related field; a master’s degree is preferred.
- 5–7 years of experience in program management, ideally within educational or entrepreneurial contexts.
- Proven ability to manage budgets, develop partnerships, and engage with diverse stakeholders.
- Strong leadership and organizational skills, with a demonstrated ability to manage complex projects.
- Familiarity with community colleges and entrepreneurial ecosystems is highly desirable.
- Excellent communication, marketing, and relationship-building skills are essential.
- Ability to travel to colleges and conferences across the U.S. is required.

Additional Skills

- Knowledge of fundraising and grant-writing best practices.
- Proficiency in data analysis and program evaluation tools.
- Ability to develop and implement scalable training programs.
- Experience designing and managing marketing campaigns.

Compensation & Benefits

- Salary: Competitive, commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement plan, and professional development opportunities.
- Flexible work environment with work from NACCE headquarters in Cary and the potential for hybrid or remote work.

Application Process

- Qualified candidates should submit a cover letter, resume, and three professional references (that will only be contacted in the event an offer is made) to Debbie Poplin, Chief of Staff for NACCE at poplin@nacce.com.