



## **JOB DESCRIPTION**

### **Program Manager, Accelerate 100+**

#### **About the Organization**

The Mid-States Minority Supplier Development Council (Mid-States MSDC) is one of the nation's premier organizations for increasing business opportunities between major buying organizations and minority-owned businesses. It serves as a membership organization for major corporations, financial institutions, government agencies, and universities and operates within the state. Specifically, the Council promotes and facilitates business relationships between its members and certified minority-owned business enterprises.

Mid-States MSDC works to expand business opportunities for minority-owned companies to build a stronger, more equitable society by supporting and promoting minority business development.

Mid-States MSDC has over 60 corporate members and approximately 250 certified minority businesses. The Council organizes networking events, educational sessions, and unique opportunities that serve as venues for Minority Business Enterprises (MBEs) and corporate members to come together and identify mutually beneficial opportunities to work with one another.

Mid-States MSDC is a private, non-profit organization categorized by the IRS as 501(c)(3). The Council is headquartered in Indianapolis, IN, and has offices in St. Louis, MO. The Council is one of 23 regional affiliates of the National Minority Supplier Development Council (NMSDC).

#### **About the Job**

The **Program Manager for the Accelerate 100+ program** reports to the Program Director and is responsible for assisting in the execution and direction of a business development program that is focused on increasing economic access for diverse businesses by providing professional development, best practices and access that meets each participant's individual needs. Accelerate 100+ is a twelve-month program that results in greater access to education, capital, contract opportunities, new business and support services. This includes focusing on diverse businesses, leading them through research and business conception to business implementation and sustainability, education and training -culminating with the issuance of a Certificate of Entrepreneurship from an accredited college/university.

The goal of this program is to scale 150 existing diverse businesses and create 30 new diverse businesses with a focus on young entrepreneurs.

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### **Objectives of this Role**

The Program Manager will be responsible for assisting the Program Director in coordinating all Accelerate 100+ operations, program delivery, grant tracking, and reporting.

### **Responsibilities**

- Provide program implementation support to the Program Director.
- Disseminate information about the Accelerate 100+ program to the diverse businesses, corporate community, Mid-State's MSDC board, key partners, stakeholders and volunteers.
- Assist with the management of key stakeholders, partners, and volunteers.
- Assist in the identification and business development of new corporate members and potential grant sources.
- Assist with the intake process for new applicants.
- Support the curation and market research of content used to refine Accelerate 100+ curriculum.
- Assist with the preparation of Accelerate 100+ marketing materials.
- Assist with the preparation of Accelerate 100+ "success stories."
- Coordinate the establishment of workshops, seminars and tracking goals.
- Additional duties and projects as assigned by the Program Director.

### **Skills & Qualifications**

- Bachelor's degree from an accredited college in business, finance or related field.
- At least five years of experience in the public, private or non-profit sectors working with diverse owned businesses.
- Must be capable of acting in a consultative role.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office.
- Proficiency in Zoom.
- Demonstrated leadership and teamwork on projects.
- Familiar with social media apps and tools: Facebook, Instagram, LinkedIn, Clubhouse, Twitter, Hootsuite, and Canva.

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs and goals of the organization.**

**Submit Resumes to: [careers@midstatesmsdc.org](mailto:careers@midstatesmsdc.org)**

***Mid-States MSDC is an Equal Opportunity Employer.***