



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Program Manager</b>
<b>Department:</b>	<b>Southeastern Regional Center for Entrepreneurship, Clark Atlanta University</b>
<b>Reports To:</b>	<b>Regional Director</b>

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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### ***General Function (Description):***

Clark Atlanta University (CAU) has entered a strategic partnership with the PNC Foundation to enhance diversity in entrepreneurship through education, research, advocacy, and service opportunities. The Center's activities will focus on developing impactful, innovative solutions that reflect our nation's changing demographics. Under the direction of the School of Business, the programs will be rooted in an experiential education model, aligning with CAU's workforce development initiatives. While traditional classroom instruction is essential, meaningful exposure to technical experiences and industry experts will enhance the preparation of students, complement faculty teaching and promote entrepreneurship within the local community.

CAU, alongside Howard University and the PNC National Center for Entrepreneurship, aims to leverage its powerful history to create thought leadership that prepares the entrepreneurs of the future. We are looking for a dynamic **Program Manager** to assist the Regional Director in serving as the visionary leader for the South Region of the Howard and PNC National Center for Entrepreneurship. This full-time, salaried position is based at Clark Atlanta University and is eligible for full benefits during the duration of the grant.

This position is in-office, and we are looking for candidates who thrive in a collaborative, engaging work environment dedicated to making a positive impact in the entrepreneurial landscape

### ***Examples of Duties and Responsibilities:***

- Lead and manage multiple programs, coordinating various initiatives simultaneously while maintaining a high level of organization and efficiency.
- Foster a collaborative and innovative work environment, ensuring successful implementation of programs that connect industry and academia to address critical needs.
- Utilize project management software tools, including the Startup Tree platform, to track program metrics, manage timelines, and collect data and recommend program changes.
- Prepare curricula and presentation materials for events and workshops, and co-plan, host, and lead these initiatives.
- Manage relationships with partners and stakeholders, effectively communicating program

planning, updates, and implementation.

- Monitor and report on the progress of program objectives using the Startup Tree platform, leveraging data to inform decision-making and improve outcomes.
- Establish relevant programmatic reporting metrics consistent with grant KSF and demonstrating long term sustainability beyond the life of the grant. Metrics include but are not limited to:
  - Total Program Participants
  - Number of students impacted
  - Number of participating HBCUs
  - Number of community entrepreneurs impacted
  - Number of businesses with new businesses created
  - Number of new banking relationships established
  - Number of new entrepreneurship courses created
- Provide qualitative reporting focused on storytelling for impact
- Support the Director in all aspects of managing the strategic operations of the center, including organizing partnerships and tracking data.
- Develop and facilitate workshops and conferences with a high impact on program participants, ensuring alignment with program goals.
- Attend local and national events, workshops, and convenings to support program Southeastern Region and National Programs

***Knowledge, Skills and Abilities:***

- Proven leadership experience in a complex, dynamic environment; experience in a startup or innovation environment preferred
- Exceptional multitasking abilities, with a strong capacity to manage multiple projects simultaneously while maintaining attention to detail.
- Ability to influence and motivate team members and stakeholders, fostering a culture of innovation and excellence.
- Outstanding communication skills, both oral and written, with the ability to present and facilitate discussions for diverse audiences.
- Strong analytical and problem-solving skills, demonstrating initiative and resourcefulness.
- Experience with project management software and CRM systems, including StartupTree, to optimize collaboration efforts.
- Commitment to addressing issues of inequity and promoting inclusivity within entrepreneurial

development.

***Minimum Hiring Standards:***

<b>Education</b>	Bachelor's degree from an appropriately accredited institution or equivalent combination of training and experience.
<b>Years of Experience</b>	5 years of documented professional experience directly related to the duties and responsibilities specified, with a focus on project management and program development.
<b>Years of Management/Supervisor Experience</b>	Relevant leadership experience that demonstrates the ability to manage and coordinate complex projects.

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*