



MBX Programs & Acceleration Manager

UPDATED: 2/2024

JOB DESCRIPTION

STATUS: Full-time Exempt

REPORTING TO: MBX Executive Director

OBJECTIVES

The MBX Programs & Acceleration Manager is responsible for planning, executing, maintaining, and reporting on MBX programs, including acceleration, education, investment, and training workshops. This crucial role will take ownership of executing existing acceleration programs, from logistics to delivery and reporting. The P&A Manager will be responsible for researching, proposing, and delivering additional programs, with a focus on business growth, entrepreneurship, professional development, and community engagement. Additionally, they will support other members of the MatchBOX team on business development, grant writing, sponsorship development, marketing, data and outcomes management, etc.

ESSENTIAL FUNCTIONS

PROGRAM DEVELOPMENT

- Maintain a deep understanding of startup and small business needs, statewide resources, and local networks to best support members and program participants
- Develop and deploy workshops, training sessions, and other programs to meet the needs of MBX members and other identified key audiences

COMMUNICATIONS & REPORTING

- Manage external communications and collaborate on marketing language, media releases, and partnership outreach
- Compose and distribute email newsletters to program graduates, partners, and applicants
- Contribute to program reporting with narratives and data for grantors, partners, and other key stakeholders

PROGRAM MANAGEMENT

- Day-to-day management of—and assisting with future growth objectives for—MBX acceleration programs
- Maintaining the organization of acceleration curriculum documents in the LMS and on other platforms
- Relationship management with all key partners, facilitators, stakeholders, vendors, graduates, participants, and applicants from MBX and other MBX programs

OTHER

- Support all-hands events
- Ad hoc miscellaneous functions as needed and other duties as assigned

ESSENTIAL SKILLS

Entrepreneurial enthusiasm | Facilitation | Organization | Multitasking | Flexibility | Small team mentality

TO APPLY: Please send a letter of interest and your CV to jobs@mbx.studio