

Position Description

Title: **Executive Director, Nashville Entrepreneur Center**
Compensation level: Negotiable, based on experience

Job Summary:

The Executive Director provides the strategic leadership and vision for the Nashville Entrepreneur Center and oversees the operations of the organization. The ideal candidate has an undeniable track record of success as an entrepreneur or advocate, and demands instant credibility with entrepreneurs, investors and advocates alike in the Nashville community.

The Executive Director creates and executes a strategic vision, generates funds to sustain the Nashville Entrepreneur Center (“The EC”) and develops the EC within the context of the larger Nashville entrepreneur and business community. The Executive Director is responsible for the implementation of the EC’s mission, projects, budget, and reporting.

This position will report directly to the Nashville Entrepreneur Center Board of Directors.

Essential Job Functions:

- **Strategic Planning:** In conjunction with the Board, the Director is responsible for devising and implementing a strategic plan that fulfills the Entrepreneur Center’s mission.
- **Fundraising:** The EC is at a critical stage in its growth, and one of the primary responsibilities of this position is to ensure sustainability through public—federal, state and local—funds, as well as through private support.
- **Board Relationships:** The Director maximizes and leverages strong board relationships, providing the strategic leadership necessary to compel the Board’s full participation.
- **Nashville Entrepreneur Liaison:** The Director works with the Board to identify, develop, and implement the strategic plan of the EC. The Director coordinates with Nashville area entrepreneurs and solicits feedback from the entrepreneurial community about the EC’s programs, events and projects. This includes town hall meetings and representing the EC at area entrepreneur events.
- **Implementation of Project Deliverables:** The Director is responsible for delivering specified tasks, programs and initiatives as recommended by the Board.
- **Provide Direction and Oversee Tasks, Events and Projects:** The Director works with the Nashville Chamber of Commerce, the Nashville Technology Council, the Nashville Capital Network, the Board, and the Nashville Entrepreneur Center staff to develop, direct, and evaluate the EC’s project deliverables, daily operations and special events.
- **Budget:** The Director maintains the EC’s budget and produces monthly, quarterly, and fiscal year financial reports. The Director works with the Board to produce all required

reports, invoices, and back-up documentation required to maintain the EC's status as a 501(c)(3) tax-exempt organization.

- **Collaboration with Nashville Community:** The Director collaborates with all community stakeholders, including entrepreneurs, investors, community organizations, businesses, colleges and universities, and foundations, to promote entrepreneurship in the Nashville area.
- **Spokesperson:** The Director serves as a spokesperson for the Nashville Entrepreneur Center, enhancing the EC's overall image and promoting entrepreneurship throughout the middle Tennessee region. Additionally, this position will be responsible for coordinating branding activities and representing the city of Nashville with the Nashville Chamber of Commerce.

Knowledge, Skills and Abilities:

The ideal Nashville Entrepreneur Center Executive Director is a strategic visionary and planner with strong relationships within the Nashville entrepreneurial community.

The Director possesses specific knowledge of operations, financial reporting, and budgeting/fundraising. The individual must be able to manage staff and resources effectively and plan, manage, prioritize and implement multiple tasks concurrently.

The Director should also possess outstanding interpersonal and communication skills and have an ability to establish and maintain effective relationships.

About the Nashville Entrepreneur Center

The Nashville Entrepreneur Center is the focal point for entrepreneurs in the Nashville area. Its mission is to connect entrepreneurs with critical resources to facilitate business creation and growth. The Nashville Entrepreneur Center, a joint project with the Nashville Chamber of Commerce and the Nashville Technology Council grew out of the recommendations of Partnership 2010—the economic development arm of the Chamber—and the Entrepreneurship Task Force.