

Executive Director

(1) Financial Management

- Manage Incubator's Finances
- Generate Monthly and Other Financial Reports
- Prepare Annual Operating & Capital Budgets
- Raise Funds for the Incubator
- Develop and Implement Fee System for Incubator Services
- Monitor Budget and Report (when necessary) to Board of Directors
- Write Grant Proposals

(2) Program Management

- Write and refine business and strategic plans for incubator program, including budgets, new initiatives, goals, and cash flow projections (in cooperation with and by approval of the Board of Directors)
- Implement Ways to Measure the Program's Success (in cooperation with and by approval of the Board of Directors)
- Define/Refine Mission (in cooperation with and by approval of the Board of Directors)
- Organize Board Meetings and Retreats and Serve as Staff Liaison to all Board and Committee Activities
- Meet with the Board of Directors and Prepare Monthly and Quarterly reports
- Handle Personnel Matters: Hire, Terminate, Administer Performance and Compensation Reviews, Assign Tasks, Write Job Descriptions, and Supervise Incubator Staff
- Ensure The Incubator is in accordance with State and Federal Laws and Regulations (Insurance, Fire, Police, Medical, Legal Issues)
- Manage Client Disputes and Complaints

(3) Marketing/Public Relations

- Write Copy for Marketing Brochures, Advertisements, and Other Materials
- Conceive Marketing Strategies for Incubator and Its Programs
- Prepare and Maintain Web Site Content
- Plan Special Events/Media Opportunities
- Write Copy for Newsletters and Press Releases
- Serve as Incubator's Public Representative (Give Speeches, Attend Community Events, Etc.)
- Develop and Maintain Media Contacts
- Proofread and Edit Newsletters, Press Releases, Marketing Pieces, etc., Produced by Incubator Staff and Clients