

INCUBATOR MANAGER

COMPOSITE JOB DESCRIPTION ELEMENTS

Facility:

1. Responsible for the development and administration of procedures for the security, maintenance, and repair of the facility.
2. Responsible for the administration of tenant leases including the procedures necessary to amend, revise and enforce lease terms.
3. Responsible for the preparation of all required facility reports including financial and occupancy rate reports.
4. Responsible for development and processing of tenant rent, costs and fee invoices on a monthly basis.
5. Responsible for the timely collection and deposit of all tenant invoiced costs.
6. Responsible for the supervision of all building staff including employee and sub-contracted maintenance and repair, all switchboard and clerical assistance, and all other building common services.
7. Responsible for the proper recording and reporting of incidents within the facility and on the building grounds that might require contact with insurance, police, fire, medical, legal and other assistance companies.

Tenant services:

1. Develop site and support services descriptive information that can be utilized for print media, local distribution, audio-visual display, and direct mail.
2. Conduct site tours and demonstration of selected support services for prospective tenants, prospective clients, and program sponsors.
3. Develop and administer a technical and management support service program that meets the following conditions and specifications:
 - a. Includes management services that respond to the most typical service requests of new business owners.
 - b. All services be structured to incorporate a fee system for the recovery of costs.
 - c. The service program include a plan to involve outside personnel and professional organizations to handle a portion of the service program.
4. Establish a plan and implementation process that attempts to generate a sufficient number of qualified prospective tenants and clients.
5. Prepare all required reports and maintain a comprehensive set of records on all tenant activity, client activity, and staff involvement in the process of tenant recruitment.
6. Supervise all program staff and outside consultant and referral activity.
7. Solicit third party funding and prepare proposals for the support of the service component of the program.

JOB DESCRIPTION -- INCUBATOR MANAGER

Reports to:

President, _____ Enterprise Center (__EC)
Advisory Board, __C

The _____ Enterprise Center is a small business incubator. Currently, the incubator houses 20 businesses and has an annual budget of over \$200,000. The incubator has been in existence since 1990.

Preferred qualifications:

The incubator manager shall have a college degree or equivalent experience and be familiar with small business operations. Familiarity with basic accounting systems, the ability to work well with people, a high energy level, a commitment to entrepreneurship, excellent communication skills and computer literacy (Lotus 123, Wordperfect) are essential.

Duties and responsibilities:

The manager shall take direction from and be accountable to the President of the __EC and shall be responsible for the orderly and efficient administration of the program. Duties include:

- Marketing the incubator;
- Maintaining and preparing financial information;
- Developing and administering annual budget;
- Developing and supervising clerical staff;
- Managing and controlling cash;
- Invoicing and collecting from tenants;
- Paying vendor invoices and payroll;
- Interacting and networking with the small business community;
- Maintaining relationships with Advisory Board members;
- Hosting quarterly Advisory Board meetings;
- Strategic and business planning;
- Acting as chief spokesperson for the incubator;
- Screening and selecting tenants;
- Facilitating networking among tenants;
- Reporting periodically to various funding sources;
- Researching and writing grant proposals.