



Red River Region Business Incubator JOB DESCRIPTION - Director

INCUBATOR DIRECTOR

The purpose of this job description is to establish and define the basic functions, reporting relationships, authority, responsibilities, and performance standards to fulfill the position.

This job description also states the Job Requirements as defined by the American with Disabilities Act, refer to Section 3.0.

1.0 BASIC FUNCTION

The position's primary function is to support the economic growth of the Red River Region by managing the day to day operations a business incubator following the model and best practices promoted by the National Business Incubator Association.

2.0 REPORTING RELATIONSHIPS

- 2.1. The Director of the Red River Region Business Incubator is a contract employee of Paris Economic Development Center and reports to the PEDC Strategy 4 Project Manager.
- 2.2. The Director of the Red River Region Business Incubator is accountable to the duly elected Boards of Directors of the Red River Region Business Incubator and the Paris Economic Development Corporation
- 2.3. Any full time, part time or volunteer employees of the Incubator will report to the Director of the Red River Region Business Incubator

3.0 REQUIREMENTS

- 3.1. The physical demands of the position are listed in accordance with the requirements of the ADA as:
 - 3.1.1. The environmental conditions of the area in which the subject shall perform his/her duties are "normal" business office conditions (controlled temperature and humidity) with a Moderate Noise level.



Red River Region

Business Incubator

JOB DESCRIPTION - Director

- 3.1.2. Body Positions: Sitting in an office environment, Standing and moving in a classroom type situation, Walking and examining worksites and outside operations
- 3.1.3. Body Movements: Full use of body to lecture or teach in a classroom situation or office environment which may include lifting, stooping and moving office equipment and supplies.
- 3.1.4. The Senses necessary for the successful performance of this position are: Hearing of normal conversations, Speech capabilities to teach or lecture in a classroom environment as well as individual mentoring situations
- 3.2. Experience Requirements:
 - 3.2.1. Requires: Knowledge of business management and at least ten (10) years experience in executive or general management positions.
 - 3.2.2. Preferred: Five (5) or more years experience in a consulting capacity assisting small business owners in multiple aspects of business operations.
 - 3.2.3. Requires: Previous experience in developing strategic and tactical plans, forecasts and operating budgets.
 - 3.2.4. Preferred: Ten (10) or more years in sales or sales management.
 - 3.2.5. Must be a dynamic individual with the ability and skills to represent the company with integrity.
- 3.3. Educational requirements for this position are:
 - 3.4. Required: A Bachelor's Degree in Business Management, Finance, Accounting, Economics, Marketing, or a related field from an accredited college or university. Practical business experience may be substituted for educational discipline.



Red River Region

Business Incubator

JOB DESCRIPTION - Director

3.4.1. Recommended: Either the core courses completed of an MBA or advance certification in area of expertise, e.g., CPA. Practical business experience may be substituted for formal training.

4.0 Duties and responsibility

- 4.1. Update business plan for the business incubator on an annual basis.
- 4.2. Create and secure approval of an annual budget.
- 4.3. Manage the Red River Region Business Incubator per the business plan and within the budgeted revenue and expenditures.
- 4.4. Achieve the milestones of business assigned by the chain of command to include fund raising, occupancy levels, graduation rate and new companies formed.
- 4.5. Provide support, consulting and seminars in the areas of business start-up and business management for incubator tenants and other small area businesses in cooperation with the supporting organizations.
- 4.6. Meet all documentation and reporting requirements as defined by the Executive Director of the Paris Economic Development Corporation.
- 4.7. Insure that the incubator unit is an integral part of the local and regional business community.
- 4.8. Implement and manage personnel policies following best practices and the legal requirements of the Federal Government and the State of Texas
- 4.9. Maintain the highest level of professional business and personal conduct
- 4.10. Any other responsibilities assigned by the Executive Director of the Paris Economic Development Corporation



Red River Region

Business Incubator

JOB DESCRIPTION - Director

5.0 Authority

- 5.1. Budgetary responsibility to manage the approved budget of the Incubator.
- 5.2. Visit, study and coordinate activities with other state and regional members of the National Business Incubator Association.
- 5.3. Establish schedules, activities and programs of the Incubator
- 5.4. Propose & implement new and additional programs and plans to serve the needs of the tenants and generate revenue for the incubator.
- 5.5. Recommend changes in organization, structure or budget parameters.
- 5.6. Manage the day to day incubator operations including, but not limited to provide the necessary consulting and counseling to incubator tenants and clients.
- 5.7. Identify and implement new revenue programs and services to incubator tenants, clients and the general business community.
- 5.8. Assist other regional EDC's and communities in establishment of incubator programs.
- 5.9. Provide fee consulting beyond the incubator tenant population operating under a fee sharing agreement with the incubator

6.0 Accountability

- 6.1. Complete each activity of the business plan within the time frame defined in the business plan.
- 6.2. 100 % attainment of the Annual milestones defined by the Executive Director of the Paris Economic Development Corporation including, but not limited to jobs created and revenue generated.
- 6.3. Full compliance with the approved budget
- 6.4. Generate 20% of operating expense budget from outside Sponsorships or grants



Red River Region
Business Incubator
JOB DESCRIPTION - Director

7.0 ACKNOWLEDGMENT

This job description is intended to serve as a listing of the requirements for this position, the authority for action that the individual occupying this position has and the responsibilities and duties to be performed. It is not intended as a contract for employment, nor does it guarantee employment for any period of time.

I have reviewed and understand the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Director

Date

Fred Green

Date