

POSITION AVAILABLE

Hunts Point Economic Development Corporation

Job Title: Bronx Women's Business Center Director

Job description:

The **Bronx Women's Business Resource Center (WBRC)** was started by the Hunts Point Economic Development Corporation in 2001. It is one of 100 WBCs nationwide, under the sponsorship of the U.S. Small Business Administration. At the core of the mission of the WBC is the empowerment of mostly low-income, minority entrepreneurs - including a majority of women - to assist them in fulfilling their dream of starting and growing a business. The WBC promotes the goals of these entrepreneurs through services that address business training and technical assistance, and provide access to credit and capital, federal contracts. For more information, please consult www.hpwbrc.org and www.hpedc.org and <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>.

The Bronx Women's Business Center Director will manage and further the development of the Center within the facilities of Monroe College, a dynamic and fast-growing institution of higher learning in the Bronx. Together with a counselor and with the assistance of professionals in the business/legal/accounting/marketing field, the Director will provide hands-on one-on-one business counseling and group education towards the development and implementation of business plans.

The Director will work jointly with Monroe College administration and other partners such as banks, financial literacy education providers, alternative lenders to grow the Center. **A specific goal is to work jointly with Monroe College's senior management to develop the first-ever entrepreneurial development center within Monroe College.** With all WBC partners, the Director will host and co-host business events to educate our clients about all aspects of starting and growing a business. The Director will report to the State and the Federal Governments.

Qualifications:

Bachelor Degree or higher, experience in running a business or in business development consulting, public presentation skills, excellent verbal and written communication skills. Strong marketing skills, and ability to speak in public. Strong interest in helping the low-income, predominantly Spanish speaking community fulfill their business development dreams. Bilingual English-Spanish is a plus.

Other info: Competitive salary, depends on experience. Health benefits after 3 months. Opportunity to join HPEDC, a dynamic nonprofit organization that over 22 years has very substantially contributed to the economic development of the Bronx.

TO APPLY:

Send resume+cover letter to jsautter@hpedc.org. Mention “WBRC Director” in Subject Heading.