



## StartUp Rutland – Entrepreneurship and Enterprise Specialist

StartUp Rutland is a 501C(3) non-profit with a mandate to create a nationally recognized accelerator program to monetize digital and other technology intellectual property for the benefit of communities in the Rutland County, Vermont region. Through a comprehensive and community-driven process, Chamber and Economic Development of the Rutland Region (CEDRR) collaborated with the Center for Rural Innovation (CORI) to develop a meaningful technology-based economic opportunity. This resulted in The Hub CoWorks in downtown Rutland, Vermont, a 22,000-square-foot co-working facility developed in partnership with MKF Properties.

At [The Hub CoWorks, StartUp Rutland](#) is invigorating the Rutland County economy through a focus on innovative business design that brings a blend of technology and Vermont ethos to the world.

Our priorities are to serve existing and new businesses through core programming and partners with a focus on innovation-based business development. And we are deeply committed to the creation and maximization of wealth-building opportunities for all citizens of Rutland County.

The entrepreneurship and enterprise specialist will report directly to the StartUp Rutland program director.

### Characteristic Duties and Responsibilities

- Build Core Accelerator Program collaboratively with the director.
- Develop core curriculum for intensive training of candidate businesses.
- Assist in the hiring and relationship management of accelerator mentors.
- The consistent development of a national candidate network.
- Work cooperatively with our team to set strategic direction for StartUp Rutland.
- Manage daily operations of the accelerator program.
- Design and execute marketing initiatives to support StartUp Rutland.
- Assist with the design and execution of cohort events.
- Develop metrics for gauging the efficacy of programming, ensuring consistent and broad data collection and participation in data reporting, including CRM system engagement.
- Communicate with candidates, mentors, faculty, and other key constituents, assisting them on an as-needed basis with their daily needs to ensure a quality experience.
- Other projects and duties as assigned.

### Qualifications and Experience

Business Education, consulting, and mentorship, with in-depth experience being thoroughly embedded in innovation community. A keen sense for the pipelines through which innovation is cultivated and how monetization is achieved. Experience in program development and execution. Excellent communication skills both verbal and written are necessary. Secondary experience is a plus including event production, sales, and multi-media production (journalism-oriented experience and capability to provide content on a regular basis for podcasts, blogs, and other content channels). Ideal candidates for our staff prefer an innovative, creative, and entrepreneurial environment where contributions are encouraged and required. You will take part in the development of the organization from its infancy. This is the opportunity to make your mark through economic development for an exceptional community in the heart of Vermont, USA.

Are you the right fit for our team? Find out all the details for this exciting opportunity with StartUp Rutland by contacting Program Director Scott M. Graves [scott@rutlandeconomy.com](mailto:scott@rutlandeconomy.com)

*StartUp Rutland and CEDRR provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*