

Job Title:	Entrepreneur Support Manager
Reports To:	Director of Programs
Status:	Full-time, exempt employee
Travel:	Approximately 10% of time
Compensation:	Starting salary range: \$58,000 - \$66,000; Commensurate with experience
Main Function:	The Entrepreneur Support Manager is primarily responsible for all strategy and activity related to supporting Arch Grants Companies and their Founders, with an emphasis on supporting Arch Grants Founders during their Company's active program year.

Duties & Responsibilities

- Coordinate and manage quarterly meetings with Founders of current cohort companies to strategize and identify opportunities for Arch Grants to support them (e.g. making connections for capital and/or customers, talent recruitment, fundraising strategy, etc.)
 - a. Manage tracking and fulfillment of support/connection requests from Founders
- Spearhead engagement of the Founder Community, offering content and opportunities to engage with one another, with Arch Grants and with the St. Louis startup ecosystem
- Manage the Founder perks and discount program and ensure partner relationships are current and relevant
- Develop and maintain strong connections with venture capitalists, fund managers and other early-stage investors - both in St. Louis and throughout the country - in order to make connections for Arch Grants companies
- Organize and execute Program Orientation annually for new cohorts of Arch Grants Companies
- Plan and execute two Investor Summits annually to bring investors together (virtual and/or in-person) with Arch Grants Founders
- Maintain Arch Grants' Company Job Board to help connect Companies with talent
- Organize and execute bimonthly informational sessions for current cohort Founders throughout the year for them to interact with one another and learn from experts in various disciplines
- Coordinate semiannual meetings of Founder Advisory Council – a group of experienced Arch Grants Founders who advise on programmatic opportunities
- Assist Director of Development in managing Corporate Advisory Council
- Assist in aspects of program led by other members of the Arch Grants Program Team – Global Startup Competition outreach, Growth Grants Competition, Finalist Pitch Day, etc.
- Produce, on behalf of Arch Grants, regular content (i.e. blogs/articles/whitepapers) related to entrepreneurship and investment trends locally and nationally
- Assist with long-term and yearly operational planning for Arch Grants
- Represent and speak about Arch Grants publicly at conferences, events and other venues as approved by Director of Programs
- Additional tasks as assigned by the Director of Programs and/or Executive Director

Qualifications, Qualities & Skills

- Two or more years of entrepreneurial and/or program administration experience
- Project management experience
- Excellent written and verbal communication skills
- Excellent interpersonal and communication skills, including a relationship-building mindset
- Ability to manage multiple priorities and overlapping deadlines in a fast-paced environment
- Ability to autonomously take initiative to solve complex issues
- Collaborative, team mindset
- Availability to work a flexible schedule including some evenings and weekends
- Superior organizational skills and extraordinary attention to detail
- Experience with Salesforce, Constant Contact, Microsoft Office Suite, Pitchbook preferred

Interested applicants should send a resume and cover letter to hire@archgrants.org