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| Job Title: | Director of Programs |
| Reports To: | Executive Director |
| Status: | Full-time, exempt employee |
| Travel: | Approximately 5-10% of time |
| Compensation: | \$77,000 - \$87,000 annual salary range; full benefits |
| Main Function: | The Director of Programs leads entrepreneurial support and engagement for Arch Grants. This role works closely with a wide array of early-stage startups and leadership teams as they grow and scale in St. Louis. The DoP develops strategy, plans, and implements Arch Grants' program for current and past-funded portfolio companies, and identifies new opportunities to add value to portfolio companies across all cohort years. The successful candidate will play a key role in identifying, cultivating, and maintaining strong relationships with strategic partners to maximize Arch Grants' benefit to portfolio companies. |

Duties & Responsibilities

Founder Support & Engagement

- Manage the Entrepreneur Support team, providing direction, support and guidance in providing benefit to Arch Grants' Founders while guiding professional development and advancement opportunities in a fast-paced, collaborative and results-oriented environment
- Plan informational events for Founders by leveraging high-level volunteers and community leaders with an interest in supporting early-stage Founders.
- Lead quarterly meetings with currently funded companies and fulfill Founder requests for assistance, leveraging organizational resources and networks as appropriate
- Lead the formal orientation process for newly funded portfolio companies, including scheduling strategic and strategic speakers, sessions and events
- Serve as staff lead for the Founder Advisory Council and Advisory Council, including planning meetings, communications, and events
- Lead cultivation and stewardship of meaningful relationships with professional service firms and resource partners, and matching Founders with firms that meet their specific needs
- Manage semi-annual Growth Grants program to provide past-funded Arch Grants Companies opportunities to apply for and receive follow-on funding awards, including recruitment and high-touch engagement of Growth Grants Committee volunteers
- Direct and manage Arch Grants' Entrepreneur-in-Residence (EIR) program, including tracking Founder engagements and outcomes, and maintaining a pool of potential EIRs for future participation in the program
- Administer grant disbursement schedule for current portfolio companies while ensuring compliance with requirements of grant agreements including residency requirement

Organizational Advancement

- Partner with the Executive Director to lead Arch Grants' Program Committee, including developing meeting agendas, scheduling meetings, and reporting to the Board of Directors as appropriate
- Promote DEI in St. Louis entrepreneurial ecosystem through intentional development of resource partners and focused support mechanisms for underrepresented Founders in the startup sector
- Develop strategy and execute bi-annual data collection efforts for all portfolio companies to track outcomes and program impact to external stakeholders
- Ensure programmatic engagements and outcomes are logged into CRM (Salesforce) regularly.
- Stay up to date on trends within the entrepreneurial landscape – both in St. Louis and around the country
- Represent and speak about Arch Grants publicly at conferences, events, and other venues.
- Support the Executive Director and staff leads with fundraising, reporting, governance, and strategy as needed
- Additional administrative and operational tasks as assigned by Executive Director

Qualifications:

1. Exceptional written and interpersonal communication skills
2. Experience with project planning, budgeting and execution
3. Experience managing and directing student volunteers (or equivalent experience)
4. Experience working with CRM system (Salesforce experience preferred)
5. Proficiency with Microsoft Excel (experience with other data analytic tools a plus)
6. Passion for entrepreneurship, startups, and community-building

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

Arch Grants is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.