

Business Coach Job Description
Collaborative Partnership with Central Community College
7/1/2024

Job Title: Business Coach (FT)
Degree Required: Associate
Degree Preferred: Bachelor
Experience required: 2 years related work experience.

Qualifications: Associate degree with 2-3 years' experience working with business and community partners.

General Summary: Plans, organizes, directs and evaluates operations to promote business and entrepreneurial development through CCC Entrepreneurship Centers and Valley County Economic Development. Serves as a representative regarding entrepreneurship and small business development and provides direct coaching services to area clients. Maintains knowledge of startup business process, business planning, and coaching approaches to connect clients with resources. Will perform duties and responsibilities in accordance with college/VCED policies and procedures. Performs other duties as assigned.

Essential Functions

- Meet with clients to provide one-on-one coaching services for start-up, existing, and exiting businesses.
- Work with VCED executive director to conduct business retention and expansion surveys.
- Provides leadership in the development, promotion, delivery, and monitoring of entrepreneurship programming and services. Assists with planning and executing collegewide entrepreneurship activities.
- Serves as liaison and consultant for communities in service area to provide guidance and services regarding entrepreneurship programming, incubator services and activities.
- Works with and advises clients involved in business programs and entrepreneurship programming, especially regarding business start-up.
- Develops and writes workshop materials, explores new workshop options and develops promotional program materials.
- Develops curriculum, instructional materials and uses a variety of delivery modes to teach workshops across the service area.
- Assists with leadership, planning and follow-up activities related to entrepreneurship programs and advisory committee meetings.
- Makes budget recommendations and monitors budget expenditures for the Entrepreneurship Center and special grants.
- Maintains knowledge of current trends and developments in the field by reading appropriate journals/books, attending conferences and other professional development.