

Position Description



Nashville Entrepreneur Center
Chief Executive Officer

Summer 2019

POSITION DESCRIPTION

Organization: [Nashville Entrepreneur Center](#) (“EC”)
Position: Chief Executive Officer (“CEO”)
Reports to: Board of Directors
Headquarters: Nashville, TN

The Organization

The Nashville Entrepreneur Center (“EC”) fosters innovation and entrepreneurship by turning ideas into reality and helping to start businesses and create jobs. As a non-profit 501(c)3 organization, the Center is funded in part by the State of Tennessee, the Metropolitan Government of Nashville and through sponsorships, partnerships, donations and grants. The Nashville Entrepreneur Center relies on support from leading corporations, successful entrepreneurs and those who have a vested interest in the Center’s success.

The Nashville Entrepreneur Center has resources to help any entrepreneur starting a business; however, the Center seeks to connect companies in certain categories directly to capital and work with them throughout the Entrepreneur Center accelerator programs. While not limiting to these industries, The Nashville Entrepreneur Center focuses primarily on three key sectors today: Technology, Music, and Healthcare. The Entrepreneur Center provides the support system and navigation tools needed to get businesses off the ground through helping to create methodology, step by step plans, and seasoned executive advisor mentorship. The Entrepreneur Center’s goal is to create a thriving entrepreneurial ecosystem that makes Nashville the best place in the US to start a business. They have grown from serving 700 entrepreneurs in 2017 to being on pace for 2,000 in 2019. They have also increased capacity for portfolio high touch programs from 4-10 to 100+ while growing employee count and annual budget. Through this growth and expansion, the EC has also solidified a strong financial base in launching and growing both an endowment and an annual giving society.

Opportunity

Reporting to the Board of Directors, the CEO will be responsible for the day-to-day leadership and execution of the Entrepreneur Center’s strategy. The primary responsibility is to build upon the success of The Nashville Entrepreneur Center, which is positioned as the front door for all entrepreneurs in Middle TN. The EC connects entrepreneurs to the critical resources needed to create, launch or grow a business. The EC provides the opening to launch and grow a company by providing advisors, access to mentors and advisors, development and growth programs, access to capital and expansive resources and connections throughout Middle TN and the State.

Key responsibilities include strategic planning, community-building, budget management, fundraising, business plan development and execution, facility oversight, promoting/marketing The Nashville Entrepreneur Center, advocating for entrepreneurship, and mentoring young companies and budding entrepreneurs.

The Entrepreneur Center is seeking a market-facing CEO capable of delivering the following results:

1. **Connect Entrepreneur Ecosystem:** Bring collaborative, innovative, entrepreneurial leader to further engage and align the entire entrepreneurial ecosystem in Middle TN to best serve entrepreneurs.
2. **Drive EC’s Strategy:** Engage with the Board to assess, refine, and execute the strategic plan to achieve the EC’s mission and vision and to further develop the EC as the ‘front door’ to entrepreneurs in Middle TN.

3. ***Ensure Financial Sustainability: Drive revenue-generating and fund-raising efforts to ensure sustainable, financial success of the organization.***

Responsibilities

- Work closely with the Board and Staff to develop, communicate and execute strategies and initiatives to deliver on the EC's mission and vision
- Promote, partner and collaborate with key relationships in the business community, entrepreneurial ecosystem and state & local government to ensure support for the organization
- Lead the management team and organization, fostering a culture that shepherds entrepreneurs, resulting in the launch of successful, ethical and sustainable businesses
- Represent the EC and enhance its brand in the Nashville community and nationally
- Coordinate the development of best in class mentors for The Nashville Entrepreneur Center participants
- Oversee the administration of funds in accordance with fiscal policies established by the Board of Directors, including the budget process
- Drive revenue-generation and fund-raising efforts through EC investors and business partners to ensure sustainable financial success of the organization
 - Cultivate and sustain donor relations
 - Interact with other leaders to benchmark organization performance and develop strategic alliances
 - Identify and pursue funding sources for current and future programs
- Lead with a keen focus on growth, profitability, KPIs and cash flow
- Execute a growth strategy that leverages the organization's current strengths and momentum
 - Envision and enable innovation around the services offering to maximize the potential of the business
- Collaborate with senior management to develop plans for the ongoing improvement of operational infrastructure of systems, processes and personnel to accommodate organizational objectives
- Work closely with financial staff and partners to prepare, review and analyze financial reports, budgets and other fiscal reports. Oversee direction, planning and negotiations for contractual agreements (e.g. purchasing, selling, leasing/rental agreements)
- Foster a success-oriented, accountable work environment throughout the EC and drive management to understand, achieve and surpass individual, departmental and organization-wide goals and objectives

Qualifications

- Proven entrepreneurial, influential leader with a passion for entrepreneurship.
- Fundraising experience with investors and partnerships.
- Solid network in the Nashville area with an eye toward developing relationships and partnerships to draw entrepreneurs and resources nationally.
- Ability to collaboratively work with diverse groups including businesses, entrepreneurs, major corporations, universities, economic development organizations and the public.
- 7+ years of professional leadership experience in an operations, CEO or comparable executive level management role.
- Demonstrated abilities in the areas of strategic planning; business and financial analysis and forecasting; financial and operational processes; personnel management.
- Experience in the identification, development and management of new business opportunities. Strong strategic and analytical orientation with the ability to translate strategy and vision into tangible operational and financial goals.
- Strong leadership and problem-solving skills; ability to demonstrate a high degree of professionalism.
- Outstanding teamwork and influence-management skills; ability to work well in a team environment that promotes inclusiveness and communication among team members. Effective team leadership skills, coupled with maintaining an entrepreneurial culture that fosters results attainment.
- Effective, articulate and dynamic communication skills. Highly developed interpersonal skills with the demonstrated ability to deal confidently with multiple constituents both inside and outside the organization.
- Ability to adapt to rapid changes in the marketplace by providing the strategic thinking, vision, and tactical leadership to achieve success.

Personal Attributes

With an unwavering positive attitude, passionate and engaging personality, and the highest level of integrity, the successful individual will be entrepreneurially minded while maintaining strategic perspective.

Outstanding strategic thinking and execution skills, advanced business operations know-how, and a market-focused approach are essential. He/she must also have deep commercial expertise and be viewed as a peer to other entrepreneurs and a leader to the 250+ companies in greater Nashville that are supporting entrepreneurial businesses. Candidates must display executive presence, a balanced ego, and sound business judgment. Above all, this individual should be a strong and dynamic leader who has the breadth of experience and personal drive and motivation needed to accelerate growth of a strong organization.

FOCUS SEARCH PARTNERS CONTACTS

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