Entrepreneurship and Enterprise Coordinator

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Overall Description

This position will lead the analysis, strategy and implementation for three areas of Edmundite Missions programming: the Hilton Culinary Arts Entrepreneurship Institute, the enterprise dimensions of the Black Farmers Initiative, and Edmundite Missions Enterprises (EME). The position is full time and reports to the Vice President of Program Integration. The position will also provide support as needed to the Nutrition Director and the Black Farmers Initiative.

Specific Responsibilities

- Hilton Culinary Arts Entrepreneurship Institute
  - Design
    - Develop a three-year plan for the start-up and growth of the Institute based on best practices of similar programs in other institutions
    - Create and implement a marketing approach to attract enrollment in the training aspects of the Institute
    - Develop and/or identify from other sources curriculum for basic business skills training, as well as collaborate with the Director of the Bosco Nutrition Center in ServSafe training
    - Recruit business curriculum teachers; arrange and manage all training schedules and sessions
    - Develop all application materials and public promotion materials; continually update
  - Operations
    - Recruit and qualify trainees for the enterprise development sessions
    - Oversee all training
    - Identify trainees with potential for micro-business startup grants
Develop and oversee a start-up grant process
- Develop criteria
- Develop application
- Recruit application review board
- Develop and oversee all grantmaking processes

○ Performance
- Develop performance and quality metrics for the Entrepreneurship Institute
- Collect, enter into the Apricot system, and monitor performance and quality

- Edmundite Missions Enterprises
  ○ Marketing
    - Develop marketing strategy for culinary services and current products
    - Identify new markets for EME and assist with market entry
    - Develop, update and ensure quality of all marketing materials
  ○ Growth (with EME COO)
    - Identify an aggressive growth strategy
    - Build out a business plan for that strategy, including a financial plan
    - Work with VP Philanthropy to develop start up financing options for that plan

- Black Farmers Initiative
  ○ Entrepreneurship Coordination
    - Identify opportunities for intersection between Black farmers growth and development and shelf-stable products that might be brought under the EME brand
    - Work with Deep South Food Alliance and the VP Program Integration to develop a strategy for aligning EME with these opportunities
    - Assist farmers with business plans associated with those opportunities
  ○ EME Integration
    - Lead the integration of those opportunities into the EME growth strategy
    - Develop all associated plans, and assist the VP Program Integration in determining whether and if so how that integration can be accomplished, operationally and financially

- Other duties as assigned

Qualifications

Characteristics:
- An unquestionable personal code of ethics, integrity and trust
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Strong verbal and written communications skills

Requirements
- Resident in Selma or surrounding community
- Proven business experience, with an emphasis on entrepreneurship and small business, preferably in the Selma region
- BA or BS degree in business or an associated field preferred, but premium is on business experience
- Fully vaccinated against Covid-19
- Willing to submit to background checks

Salary commensurate with experience

Submit resume via email to hr@edmunditemissions.org