

POSITION DESCRIPTION

Position Title: Director of Central Kansas Entrepreneurship Center (CKEC)

Work Schedule: 12 Months Per Year at 0.4–0.5 FTE; ability to become full time in conjunction with another position

Supervisor: VP of Academic Affairs

Programs and Events

- Plan and lead events for aspiring entrepreneurs (e.g., pitch competitions, workshops, guest speakers)
- Promote events through social media, the web, and local media
- Organize and run the Youth Entrepreneurship Challenge

Client Support and Community Connections

- Meet with clients to offer support and guidance
- Maintain a network of mentors and partner organizations
- Connect clients with helpful resources and people
- Collaborate with local schools to encourage young entrepreneurs
- Work closely with Tabor College, the city, and community partners

Center Operations

- Manage office hours at the CKEC at Tabor College
- Hire, train, and supervise student workers
- Create systems for working with clients

Reporting and Development

- Submit quarterly reports to the City of Hillsboro and other partners
- Seek funding opportunities for the CKEC
- Support recruitment of students to Tabor's entrepreneurship programs

Required Qualifications & Abilities

- Experience in entrepreneurship or small business support
- Strong planning and communication skills
- Ability to work well with diverse groups
- Demonstrable faith in Jesus Christ

Preferred Qualifications & Abilities

- Experience mentoring entrepreneurs
- Familiarity with Kansas business support networks
- Background in education or college settings
- Fundraising or grant writing experience

To apply or receive a full job description: Please send Cover Letter and Resume to Alex Wiens, Tabor College, 400 S. Jefferson St., Hillsboro, KS 67063 or tcumrec@tabor.edu Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren Churches of the United States. It complies with all applicable non-discrimination laws.

Women and Minority candidates are strongly encouraged to apply