

Small Business and Entrepreneurship Manager Posted Spring 2024

The Community & Economic Development plans to hire an Small Business and Entrepreneurship Manager that will support Ramsey County through coordination, implementation, and accountability of business programs and strategies identified in the county's [Economic Competitiveness & Inclusion Plan \(ECI Plan\)](#).

Planning Manager (Small Business and Entrepreneurship Manager)

To meet the needs identified in the ECI Plan and advance opportunities for Ramsey County businesses and residents; to support collaboration with city and other partners regarding small business programs; to evaluate program activities for compliance with federal and state regulations covering the expenditure of funds, negotiate contract terms and conditions, and perform related duties as assigned.

Duties: The list below is not all inclusive, it is a general description of the work that will be performed by this position.

Specific Job Duties

- Direct the county's business development strategy to meet equity, economic prosperity and wealth building goals as stated in the Economic Competitiveness and Inclusion Plan (ECI Plan).
- Oversee and manage existing small business support programs such as Open to Business, CEO Next Business Institute and CEO Now. Develop additional small business programming to meet the needs outlined in the ECI Plan.
- Serve as the project manager of the Small Business Reimagination Center, a federally funded initiative that seeks to better align resources and partners in the support the Ramsey County small business ecosystem. Duties include planning, outreach, execution, and reporting for this grant.
- Support the ongoing functionality of RamseyCountyMeansBusiness.com (Ramsey County's online business resource portal) and be a key participant in the refresh of the online platform.
- Evaluate program performance and ensure compliance with applicable regulations related to the expenditure of funds, track impacts of programs and provide actionable reports and proposals to stakeholders.
- Explore federal, state, philanthropic funds, and resources to provide flexible support to pilot new community and economic development programs that address the needs identified in the ECI Plan.
- Negotiate contract terms and conditions, provide oversight of projects through completion, manage financial and accounting functions in cooperation with finance staff.
- Manage a portfolio of vendor contracts, including vendor relationship management, performance monitoring, financial oversight, and outcome reporting.
- Develop and manage budgets.
- Act as a resource navigator to advise business owners and other partners on the availability of public/private resources and position Ramsey County as the clear choice for business location or expansion.

- Establish and lead an effective communications strategy for small business programming in collaboration with a cross-departmental team of professional communications staff.
- Serve as a resource to the Community & Economic Development Team/County Board/HRA and other stakeholders regarding housing and community and economic development.
- Represent the County to elected officials, outside agencies and coordinate assigned activities with City departments and external agencies to advance a range of economic development opportunities.
- Identify and collaborate on regional economic development initiatives and assist aligning funding opportunities.
- Identify and act on opportunities to advance racial equity and inclusivity.
- Support the identification of possible funding opportunities and provide coordination in the submission.
- Track and measure program metrics and impact.
- Collaborate with cities, business support organizations and community-based organizations to facilitate support for small business programs and initiatives.

The successful candidate will have the following expertise and qualities:

- Strong analytical, writing, and verbal presentation skills.
- Strong interest in economic development programs and projects
- Interest in and awareness of emerging best practices in small business-related programs and investments related to fiscal health, equity and/or sustainability.
- Strong commitment to and experience in advancing racial equity.
- Advanced knowledge and abilities in data research and analysis.
- Enthusiasm for working with multi-disciplinary teams to address complex issues.
- Curiosity and flexibility to take on varied projects and assignment.