



Position Description: Rural Ecosystem Navigator

The Rural Entrepreneurial Ecosystem Navigator position is a part-time professional position responsible for cultivating partnerships through community outreach and raising awareness of entrepreneurial activities throughout Central Virginia. This role will focus on the counties of Culpeper, Orange, Rappahannock, Fauquier, Madison, Louisa, Greene, Fluvanna, and Nelson. The position will work to improve community knowledge of the region's entrepreneurial ecosystem and establish relationships with businesses, individuals, and other organizations interested in supporting entrepreneurs. The role is anticipated to average 10- 20 hours per week and works remotely with a primary connection to the Charlottesville-based CIC and SBDC office at 300 Preston Avenue. This can be a staff or contractor position.

This position is an employee of Community Investment Collaborative and reports to the Director of the Central Virginia Small Business Development Center (CV SBDC - which serves the counties of Culpeper, Fluvanna, Nelson, Greene, Louisa, Madison, Orange, and Rappahannock) and the Director of the Laurel Ridge Small Business Development Center (LR SBDC - which serves Fauquier County.) This position is supported by the Rural Ecosystem Builder, operating under a GO Virginia grant.

Community Investment Collaborative (CIC):

CIC's mission is to strengthen our community and contribute to economic development by fueling the success of under-resourced entrepreneurs through education, mentoring, financing, and networking. CIC is the host and fiscal agent of CV SBDC.

Virginia Small Business Development Centers:

The Virginia SBDCs are accredited members of America's SBDCs. Regional SBDC offices, like LR SBDC and CV SBDC, are supported by the Small Business Administration, George Mason University, Virginia SBDC, and regional sponsors and donors in the communities in which they serve. Our team is dedicated to serving entrepreneurs throughout the life cycle of business, from startup through international expansion.

POSITION TITLE: RURAL ECOSYSTEM NAVIGATOR

DUTIES AND RESPONSIBILITIES

Within the limits of the CIC's programs, policies, procedures, and budget, the Rural Ecosystem Navigator is responsible for and has authority to perform the duties listed below:

- Connect and nurture relationships with entrepreneurs, connecting them to entrepreneur support resources throughout the region
- Act as a point of contact, as needed, for potential entrepreneurs and business owners throughout the region
- Identify potential mentors, sponsors, and locally-based subject matter experts
- Identify, cultivate and support local champions in each county and in target industry sectors including Finance and Business Services, Food & Beverage Manufacturing, IT, Communications and Light Manufacturing

- Support the development and launch of business circles in target industry sectors as needed
- Support activities of CIC and Central Virginia SBDC as needed
- Track activities and metrics for required grant reporting

C. REQUIRED QUALIFICATIONS

- Self-starter with the ability to manage goals, time, and deadlines effectively
- Comfort with conducting outreach and “knocking on doors” with the ability to start, cultivate, and guide connections with entrepreneurs who are generally disconnected from regional entrepreneur service organizations (ESOs)
- Highly organized and detail-oriented (reporting and tracking required)
- Excellent written and oral communication skills
- Proficiency in Google Workspace and Microsoft Office Suite
- Flexibility to work evenings and weekends for occasional event attendance

D. PREFERRED QUALIFICATIONS

- Personal or professional connection to one or more counties in Central Virginia, including counties Culpeper, Orange, Madison, Fauquier, Rappahannock, Louisa, Fluvanna, Nelson, or Greene Counties
- Ability to coordinate or lead meetings, including public speaking
- Knowledge of the entrepreneurial life cycle and how businesses work
- Connection to one or more targeted industry sectors: Finance and Business Services, Food & Beverage Manufacturing, IT, Communications, and Light Manufacturing

Training will be offered. This is a professional role representing, and performing outreach on behalf of, regional ecosystem builders that are supported by the U.S. Small Business Administration. Significant outreach (cold calling) and travel are anticipated. Mileage is reimbursed beyond a 10-mile office radius. Reliable transportation is the responsibility of the employee.

The salary range for this ½ time position is \$27,500 - \$35,000, depending on level of expertise. If less than 20 hours is sought by an accepted applicant, this may be a contracted (rather than staff) position.

To apply, send your cover letter and resume to Mesa McMurtry at mmcmurtrey@cvsbdc.org. Priority deadline for application submissions is April 25, 2024.