



Position:	President & COO
Status:	Full Time - Exempt
Location:	Nashville, TN
Reports To:	CEO
Updated:	July 20, 2022

Position Overview

The President & COO at the Nashville Entrepreneur Center (EC) is primarily responsible for overseeing all of the internal work of the organization in alignment with the organizational vision and strategies determined by the Board of Directors and CEO. The President & COO is additionally expected to contribute to the development of organization's vision and strategy, ensure connectivity to the members and the needs of the community, represent the EC externally in the community, activate and steward key stakeholders, and serve as a point of connectivity between the EC Board and the broader organization. The ultimate success of the President & COO will be best indicated by the success of the organization in the pursuit of its mission, vision, and specified goals. The President & COO reports directly to the EC CEO.

Responsibilities (not limited to)

The primary activities of the President & COO include, but are not limited to, the following:

- Work closely with the CEO to ensure the EC is a forward-thinking entrepreneurial organization that continues to evolve to serve the needs of the entrepreneurial community.
- Work closely with the Board and CEO to establish and execute on the vision and goals of the organization.
- Manage and oversee hires, professional development of staff and direct reports, and evaluate the success of the organization.
- Meeting with board members and other executives to assess the direction of the organization, in conjunction with the CEO, develop short and long-term goals, plans, and strategies, and ensure the organization's compliance with the stated mission.
- Overseeing the complete operation of the organization and ensuring goals are met based on the organization's vision, mission, and strategic plans.

- Listening to the viewpoints and reports of the organizations' executives and vice presidents and in conjunction with the CEO, make the final decisions to move the organization forward.
- Create and oversee the organization budget, and work with leadership team to set and manage respective budgets.
- Solicit input on new and forward-thinking programs that respond to the ever changing needs of our community,
- Create, manage and revise plans that lead to organizational sustainability.
- Creating and maintain relationships with the community, government, and industry leaders, to drive mission fulfillment and financial sustainability.
- Representing the EC externally to further awareness and support of the EC's mission.
- Looking for and working with executive team to create and execute on alliances, partnerships, and investment opportunities and reviewing and advising on contracts.
- Maintaining knowledge of relevant financial and legal matters, implications, and exemptions, as well as finances and operations.
- As the EC is an organization that creates a welcoming and diverse community, be physically present to interact and listen to members, program leads, advisors, mentors and others to ensure the EC is responding to the needs of our community.

Qualifications & Requirements

- A bachelor's degree in business administration or a related field preferred but not required.
- A master's degree preferred but not required.
- Experience in the financial/investment community and technology entrepreneurial community is preferred.
- Experience as an entrepreneur or working in a leadership role with an entrepreneurial company/organization.
- Financial and operational knowledge of various industries.
- Excellent leadership, interpersonal, and communication skills.
- Strong analytical, decision-making, and problem-solving skills.
- Innovative and entrepreneurial mindset, motivational abilities, and the ability to find and retain talented employees.