



## **JOB DESCRIPTION**

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**JOB TITLE:** PROJECT DIRECTOR, SMALL BUSINESS RESOURCE PROGRAM  
**DEPARTMENT:** LEADERSHIP FOUNDATION OF GREATER LAS VEGAS  
**REPORT TO:** EXECUTIVE DIRECTOR, LEADERSHIP FOUNDATION OF GREATER LAS VEGAS  
**WAGE CATEGORY:** EXEMPT

This is a position of the Leadership Foundation of Greater Las Vegas, the 501(c)(3) affiliated with the Vegas Chamber. It provides a wide range of leadership and professional development programs for Southern Nevada leaders at all stages of their careers, in addition to programming and technical assistance for small businesses.

### **JOB STATEMENT:**

Under limited supervision, oversees and manages the new Woman and Minority-Owned Small Business Resource Program for entrepreneurs, microbusinesses, and small businesses within the City of Las Vegas. Provides a variety of administrative, curriculum and program development, relationship building, and leadership functions to ensure the financial and programmatic success of the program. In addition to successfully developing and executing events and programs, the position requires strong and positive working relationships with program customers, community partners, committees, Foundation and Vegas Chamber leaders and team members, and volunteers. The position will also supervise the Small Business Program Coordinator. Please note, this is a grant-funded position. The grant funding ends June 30, 2024, however, the program may be extended if funding is available.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Oversees the planning, recruitment, budget, and execution of the new Women and Minority-Owned Small Business Resource program. The position is responsible for recruiting at least 75 qualified businesses to participate in the program per the grant guidelines.
- Identifies, creates, and facilitates business-focused services including business education and technical training seminars.
- Connects program participants with technical assistance, business counseling, and mentorship opportunities to help them gain business expertise.
- Develops marketing training and technical assistance programming to assist small businesses that have been accepted into the program.
- Connects program participants with leadership and development training.
- Works with the Vegas Chamber to connect program participants with the Vegas Chamber resources, programming, and benefits that have been identified in the grant.
- Interfaces and builds strong working relationships with small business development and support organizations in the community including the Small Business Administration, the SBDC, UNLV, City of Las Vegas, Nevada Department of Business and Industry, Workforce Connections, and other identified organizations that support entrepreneurs, micro businesses, and small businesses.
- Identifies and creates relationships with business subject-matter experts who can be utilized for technical training and support for grant programming.
- Supervises Small Business Program Coordinator to ensure that all program records are fully kept and updated per grant guidelines and Foundation practices.

- Ensures that program expenses are well-documented and submitted accurately and in a timely manner to the City of Las Vegas for reimbursement.
- Responsible for program recruitment including marketing, advertising, and community outreach.
- Develops a Woman and Minority-Owned Business Resource website.
- Develops and executes program participant surveys as required by the grant.
- Write and develop annual report of program benefits utilization as required by the grant.
- Keeps program databases updated and accurate.
- Ensures programs are properly posted and marketed through the Vegas Chamber and Leadership Foundation newsletters, Business Voice magazine, websites, and social media, as needed
- Works alongside other Foundation and Vegas Chamber departments to expand audience reach of programming.
- Uses good judgement and initiative to determine and recommend appropriate action in non-routine situations. Able to appropriately interpret and adapt to policies, procedures, and guidelines.
- Systematically prioritizes needs of department and job functions to meet program deadlines and goals.
- Extremely customer-oriented, service-minded and detail oriented.
- Teamwork, meeting goals and deadlines, and good communication are requirements at all times.
- All other duties as necessary and assigned by Executive Director.