

Position Title: Entrepreneur Grant Chair

Voting position: No

Date reviewed:

Date of last update: 1/31/2020

Expectations of all board members:

- Officers need to understand all the By-Laws; Articles particular to Officers are
 - Article VII Officers
 - Article VIII Nominations and Election of Officers
 - Included in eligibility to serve as an Officer is one must support the Mid-Day Legislative platform
 - Article IX Duties of Officers
- Officers are highly encouraged to join at least one committee

Position Description:

This position takes the lead to plan and execute the Entrepreneur Grant program in collaboration with CAP Services. The Grant is \$2000 cash from Foundations + spending policy from the MDWA Fund held at the Women's Fund and is passed through CAP Services as a charitable organization.

Major Areas of Responsibility:

- Review and refresh grant process and calendar with CAP Services at least once every 2 years.
- Work with CAP Services to take in applications, judge applicants, and identify grant recipient.
- Execute any additional MDWA awards to complement the grant recipient (Members' Choice award).
- Work with CAP Services on publicity for the grant program as well as media awareness of recipient.

Specific Responsibilities:

- Schedule and plan for 2020 program attached.
- Application form + judging criteria/sheets also updated for 2020 cycle—CAP Services owns those.

Requirements:

- Desirable broad knowledge and experience in: Small Business & Entrepreneurship
- Skills:
 - Communication (written, email, oral), critical thinking, leadership, organizing/planning
 - Competent with Word, use of social media
 - FreedCamp, Wild Apricot

- Demonstrated ability to:
 - o Collaborate across organizations (e.g., CAP Services)
 - o Desire and ability to support and mentor women entrepreneurs

Conclusion:

- The position description is intended to convey information to understanding the scope of the position and the general nature and scope. This position description is not intended to be an exhaustive list of qualifications, skills and responsibilities.