

**Job Title:** Manager, Entrepreneur Outreach & Support

**Reports To:** Vice President Development, Finance

**Job Summary:** The Manager of Entrepreneur Outreach & Support leads the development and delivery of programs that help new and existing entrepreneurs launch, grow, and sustain their businesses. This community-facing role builds strong relationships with business owners and partners while expanding access to education, capital, and support resources.

**Key Responsibilities:**

**Outreach & Engagement**

- Serve as the primary point of contact for entrepreneurs seeking guidance, resources, or business development support.
- Conduct regular outreach and relationship-building with small businesses, startups, minority-owned businesses, and underserved communities.
- Represent the organization at community events, business openings, workshops, and partner meetings.

**Program & Service Delivery**

- Coordinate business training programs, workshops, and events, including topic development, logistics, registration, and follow-up support.
- Provide one-on-one technical assistance, business plan review, referrals, and navigation to funding, mentoring, or support programs.
- Develop and maintain tracking systems for client progress, program outcomes, and engagement metrics.

**Ecosystem Collaboration**

- Build and maintain partnerships with lenders, chambers of commerce, universities, government agencies, economic development organizations, and nonprofit partners.
- Support access-to-capital initiatives including microloans, grant programs, and lender introductions.
- Participate in community advisory committees, working groups, and policy efforts supporting entrepreneurship.

**Administration & Reporting**

- Maintain accurate records of program activity, client interactions, and impact data using CRM or case management tools.
- Prepare reports, presentations, and updates for internal leadership, funders, and community stakeholders.
- Assist with grant applications, compliance documentation, and program performance reporting.
- All other duties assigned.

**Qualifications & Requirements:**

Bachelor's degree in business, Economic Development, Public Administration, or related field with at least 3 years of experience in entrepreneurship support, community development, business consulting, or nonprofit leadership, or equivalent experience.

Strong communication, relationship-building, and public speaking skills coupled with the knowledge of business planning, small business finance, and resource navigation. Ability to work with diverse populations and build equitable access to business opportunities.

Experience working with minority-owned, women-owned, veteran, and rural or underserved entrepreneurs is preferred.

**Working Conditions:** Flexible to include a hybrid work environment.

**Benefits:** CCEDC provides a highly competitive benefits package to full-time employees inclusive of dental, health and life insurance, paid time off and an employer matched 401(k) program.

**Time Requirement:** Full Time- 35-40 hours per week (FT - hybrid work environment)

**Date:** December 15, 2025

**Contact:** If interested, please contact Michelle May, Sr. HR Business Partner at [michelle@workplaceharmonyhr.com](mailto:michelle@workplaceharmonyhr.com).

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