



## JOB DESCRIPTION

<b>Job Title:</b>	Business Institute Manager
<b>Reports to:</b>	Director of Research and Special Projects
<b>Supervises:</b>	Yes – <i>Seasonal Institute Mentors, Business Institute faculty</i>
<b>Job Code:</b>	810
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
<b>Salary Ranges:</b>	Starting around \$50,000

### POSITION SUMMARY:

Provide leadership, strategic direction, coordination, and implementation of the Business Institute for Early Learning Entrepreneurs to enhance the business acumen and efficient business practices of early learning program owners and directors in Orange County in support of quality early learning programs. This position is responsible for ensuring the delivery of a strong Business Institute program, working with community business leaders/presenters who serve as faculty, assist with enhancement of the Shared Services model and expanding usage, and developing a business focused, multi-tiered professional development program to support early childhood business leaders and ELCOC mission to provide every child with equal access to high quality early learning.

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### Essential Job Functions:

#### Development/Implementation/Coordination

- Develops, in collaboration with ELC staff and the business community, a multi-tiered Business Institute to support the diverse needs of early learning owners/directors in Orange, Brevard, Osceola, and Seminole Counties.
- Develop, coordinates, and facilitates in-person/virtual workshop, seminars, training, and annual conference for early learning owners/directors in topics developed in collaboration with owner/ directors, business community advisors, and business trends utilizing core curriculum from Business and Leadership Institute for Early Learning (BLI).
- Develop and implement strategies, action plans, and procedures that produce measurable results in programs and benefits that help the childcare businesses increase business performance.
- Empowers early learning business owners/directors through Business Institute for Early Learning Entrepreneurs to become stronger business practitioners in support of quality early learning programs.
- Identifies the needs of the early learning business community through research, group sessions, and focus groups to continually refine curriculum for Business Institute and Alumni program.
- Works with SCORE and ELC staff to identify and recruit potential participants among early learning owners/directors in Orange, Brevard, Osceola, and Seminole Counties.
- Builds relationships with owners/directors and members of the business community in support of the Business Institute.

- Connects with owners/directors via existing ELCOC programs, social media platforms, programming events, and door-to-door outreach.
  - Develops Business Institute benefit collateral materials to support recruitment and retention of early learning owners/directors in the program.
  - Promote the Business Institute program in multiple social media platforms and community events in support of expanding access to resources within the community.
- Organizes and implements advisory feedback from Business Institute instructors, community partners, and mentors.
  - Responsible for developing and implementing strategic programming, initiatives, and benefits to strength the relationship with all stakeholders (small businesses, sponsors, government entities, and community partners).
  - Compiles and submits required materials for continuing education unit (CEU) trainings, ensuring all information is complete and accurate.
  - Serves a lead role, in collaboration with community partners, to offer an annual Business Conference for Early Learning Entrepreneurs.
  - Engage the community in promoting the Business Institute throughout the Orange County early learning and business communities.
  - Manage the program expectations, monthly sessions, and partners teams to track, monitor, and achieve required program outcomes.
  - Supervises Business Institute mentors in working with Business Institute participants in a responsive and respectful manner.
  - Models and supports establishment of respectful, relationship-based program services with early learning providers in community.
  - Strongly promotes early learning program accreditation and participation in other high quality early childhood program initiatives from the Division of Early Learning and the ELCOC as well as the Shared Services Network.
  - Provide other support to the early learning business community as needed.
  - Coordinate field trips for Business Institute owners/directors participating in the program.
  - Identifies resources and facilitates referrals as needed.
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### **Community Relations**

- Supports the relationship between the coalition and local businesses, agencies, civic groups, political entities, governmental agencies, and ELCOC community partners.
- Plans and designs activities/events/functions that will both help the spread the word in the Orange County business community to promote the program and expand the services offered to the Central Florida early learning business community.
- Prepares and maintains list of community partners.
- Collaborate with Community Engagement team to develop outreach and marketing campaigns to promote Business Institute program benefits and events.
- Ensures community relations activities/events are communicated to all ELCOC staff clearly and on a timely basis.
- Builds and maintains a working database for key contacts.
- Networks extensively on behalf of the Business Institute to develop contacts and potential

faculty, Alumni, and conference presenters to enrich Business Institute program offerings to our early childhood community.

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### **Budget/Financial/Grants**

- Manages Business Institute approved annual budget and works with ELCOC Finance department and grant partners to ensure proper accountability of grant (revenue and expenses).
- Understanding of best business and financial practices and resources to provide Business Institute participants with sound knowledge and guidance.
- Ability to provide constructive feedback on financial and business practices to early childhood participants.
- Prepares and adheres to project timeline.
- Responsible for ensuring adherence to state and grant fund partner standards of accountability.
- Responsible for ensuring all Business Institute data is completed accurately and tracked throughout program year.
- Prepares own timesheet and expense report on a timely and accurate basis. Oversees the submission of both by assigned staff.
- Responsible for researching and authorizing purchases for Business Institute.
- Prepares monthly and annual reports to for ELCOC and funding partners

*(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)*

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### **Qualifications:**

- Supervisory experience.
- Ability to make accurate mathematical calculations and balance a budget.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and mentors' assignments with little or no supervision.
- Ability to work independently and respond to deadlines while working in a team environment.
- Ability to demonstrate experience in fund development and grant writing.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work in a fast-paced environment with creativity and enthusiasm.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Understanding of the adult learner.
- Ability to establish and maintain effective working relationship with a variety of constituents.

- Ability to solve problem and deal with a variety of variables.
- Willingness to learn appropriate childcare practices and knowledge of Florida state standards and requirements.
- Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the internet.
- Must possess a valid Florida Driver's License with ability to travel and make visits to and from work, and to travel to off-site locations.
- Ability to work on Saturdays and evening hours.
- Professional appearance and presentation.
- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision. Due to office location, the ability to climb and descend stairs is necessary.

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**Education and Experience:**

- Bachelor's degree in Business, Business Administration, Finance, Management, or related field with a minimum of (5) five years related experience.
- Master's degree preferred.
- Significant business experience as a for-profit business owner or manager.
- Experience working in at-risk communities with businesses with diverse and significant needs.
- Bilingual – knowledge and ability to communicate in the Spanish language both verbally and in writing a plus.

*(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)*

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Send Cover Letter and Resume to:

[msanchez@elcoc.org](mailto:msanchez@elcoc.org)

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County  
Attn: Marah Sanchez,  
Human Resources, Office & Technology Manager  
7700 Southland Blvd. Suite #100 Orlando, FL 32809