



Minnesota Black Chamber of Commerce

Working Together For Business

JOB DESCRIPTION

Position Title: Project Planning Consultant

Updated: September 2022

Position Description:

Minnesota Black Chamber of Commerce is hiring a Project Planning Consultant to help launch the new 10,000 Black Business Program and revamp the MBCC mentorship program. This position will report directly to the SPAC Manager of Strategic Initiatives assigned to the Minnesota Black Chamber of Commerce account. This position is expected to take around 30 hours a week for a period of 9 months. This position also has potential for a contract extension or permanent employment.

Areas of Responsibility and Specific Duties:

- Develop blueprint for launching the 10,000 Black Business Program including:
 - Program design to include business coaching cohorts, technical assistance support, and small business grant distribution
 - Financial modeling and fundraising with business partners as the 10K Black Business Program operationalizes
 - Staffing protocols
 - Marketing materials
- Manage all aspects of programming and cohort experience for the 10,000 Black Business Program
 - Facilitator of cohorts
 - Registration management, program coordination and follow up.
 - Events logistics and partnerships - shoring up our relationships with vendors and partners for event execution, including consultants/speakers, venues, catering, etc.
 - Connect businesses to resources, introductions, and requested assistance to help them expand and grow their business
 - Other duties as assigned
- Provide project management services for upcoming cohort of the MBCC Mentorship Program
 - Update mentorship program design and guidelines
 - Develop mentor and mentee criteria
 - Secure mentors and mentees for the mentorship program
 - Assist in effectively matching mentors and mentees
 - Coordinate cohort kickoff meeting
 - Coordinate cohort wrap up meeting

Knowledge, Skills, Abilities:

- Experience working in a strategic, project management-oriented position with demonstrated results in building coalitions and positive relationships.
- Project management skills and ability to keep multiple projects moving forward simultaneously.
- Public speaking and meeting facilitation experience.
- Proven ability to build relationships with senior leaders and create collaborative team environment and cohort experience.
- Strong organizational skills with attention to detail and the ability to meet strict deadlines in a fast-paced environment.
- Demonstrated confidence and problem-solving skills.
- Ability to effectively work with all levels of Chamber staff, volunteer and member leadership and to confidently communicate with stakeholders about Chamber priorities.
- Strong computer skills including Microsoft Office (specifically Word, PowerPoint, Excel and Outlook).

Qualifications:

Experience working directly with small businesses as well as entrepreneurs and business owners of color is required. The ideal candidate is a highly motivated self-starter who possesses experience in project management, business, or related field. Candidate must be capable of handling multiple, diverse projects. Professional presence and strong interpersonal and communication skills are a must. Experience working with volunteer boards is a plus.

Please submit proposals by October 7, 2022 to:

Sherryln Thompson, Manager of Strategic Initiatives
sherryln@stpaulchamber.com

Proposals should include:

- Cover Letter
- Resume
- References
- Examples of Past Projects by which you have designed and managed a new program or initiative
- Desired Compensation