Title: Entrepreneurial Services Manager  
Location: Cheyenne  
Division: Business Development  
Reports To: Business Development Director  
Position Status: Exempt  
January 2020

Basic Purpose: 
Develops, implements and manages a comprehensive suite of tools and services to help Wyoming entrepreneurs and startups get started, manage growth and identify opportunities to expand. Works directly with entrepreneurs and through partners to identify and develop individual and systematic solutions that will drive success for entrepreneurs and startups. Engages internal and external stakeholders by reimagining how Wyoming enables entrepreneurs to find success. Nurtures ideas, builds networks of differing views, transforms innovative ideas into action and arranges programs, people and events for powerful results.

Essential Duties:
- Develop, implement, manage and promote a comprehensive suite of tools and services to help Wyoming entrepreneurs from idea to exit.
- Continuously identify opportunities for enhanced or expanded services to offer new ventures by maintaining excellent relationships with entrepreneurs, businesses, WBC board members and partners in the state and by tracking trends in entrepreneurship.
- Works with WBC board and staff to make investment decisions.
- Connects Wyoming entrepreneurs to the resources they need to be successful.
- Build relationships and encourage communication among organizations serving startups in Wyoming, including the University of Wyoming, Business Resource Network, community colleges, local economic development organizations, private incubators, angel and venture capital investors and others.

Essential Skills:
- Enthusiasm and dedication to creating new opportunities for current and future generations of Wyomingites.
- Experience starting a company or working with or at startup companies.
- Ability to evaluate startups based on business canvases, business plans, pitch decks, personal conversations and other information to inform investment decisions and recommendations for coaching and other opportunities.
- Resilient, creative, ambitious idea creator who isn’t afraid to take some risks.
- Proactive leader that makes change happen.
- Able to develop healthy, successful relationships with stakeholders and partners.
- Able to break down big ideas to actionable tasks and execute against deadlines.
- Extremely organized and has experience coordinating multiple, complicated projects.
- Strong communication skills; written and verbal.
- Able to build and promote trust and teamwork.
- Solid decision-making skills.
• Works well both independently and as a member of a team.
• Any combination of education, skills and experience equivalent to a bachelor’s degree in business or related field, preferred.
• Travel required.