

JOB DESCRIPTION

Director Entrepreneurship Services

Category: Regular Full-time

Wage Type: Salary

Reports to: VP of Business Creation

Summary/Objective

The Director of Entrepreneurship Services will expand business counseling and technical support for both emerging and established companies. This position will engage with the local entrepreneurial community, acting as a vital link to recruit entrepreneurs for all (CEP) Ocala Metro Chamber and Economic Partnership, educational business programs, PPBI and other CEP initiatives. This role serves as the primary entry point for entrepreneurs entering these programs, facilitating their journey towards success.

Essential Functions

- **Program Management:**
The Director of Entrepreneur Services will take charge of various strategic initiatives aimed at nurturing entrepreneurship and bolstering business development. Acting as the primary liaison for aspiring entrepreneurs, this position will spearhead recruitment efforts for our educational programs, serving as the main point of contact. Additionally, this position will diligently collect key performance indicators (KPIs) from each session as requested by management, providing valuable insights into program effectiveness and participant engagement. Through these endeavors, this position will play a vital role in empowering entrepreneurs and driving economic growth within the community.
- **Business Counseling/Technical Assistance:**
The Director of Entrepreneur Services also has a role as a Business Consultant within our Incubator Programs; this position will play a crucial role in supporting early-stage startups and entrepreneurs in developing and scaling their businesses. This position will provide strategic guidance, mentorship, and resources to help incubator participants navigate the challenges of launching and growing their ventures. Track and report this monthly assistance.
- **Recruit entrepreneurs to attend all CEP business educational programs.**
Recruit small business owners throughout Ocala, Marion County to attend all CEP educational programs and 1 Million Cup. Prepare these companies to participate and/or present within these programs, while leveraging the strength of the existing CEP Partner network.

- **Sales** – This position will assist with partnership sales and upgrades in coordination with the Partner Relations Associate and the Director of Networking and Partners Services. The current commission schedule will apply for any sales or upgrades they secure.
- **Regionalism** – Create linkages between the Ocala Metro and surrounding business communities in Daytona Beach, Orlando, Tampa, and Gainesville. Develop relationships in these communities which lead to an increased number of partnerships and investment into early and second-stage companies in the Ocala Metro.

Team Collaboration:

Actively participate in weekly team meetings, contributing ideas and solutions.
Collaborate with all team members initiatives to foster teamwork and achieve shared goals.

Interaction:

This position will contribute as available to all areas of the Ocala Metro Chamber and Economic Partnership. This position will work as a part of the Business Creation team and to work closely with the Vice President of Business Creation. The Director of Entrepreneurship Services is expected to model the CEP approach by assisting with various CEP programs, meetings, and events as available.

Engage with the broader startup ecosystem of Ocala, representing the incubator program at industry events, conferences, and networking opportunities, and fostering collaborations and partnerships with relevant stakeholders.

Competencies:

- Strong entrepreneurial mindset with a passion for supporting and empowering early-stage startups and founders.
- Deep understanding of startup dynamics, challenges, and opportunities across various industries and sectors in Florida.
- Demonstrated ability to think strategically, analyze complex problems, and develop actionable solutions.
- Commitment to continuous learning and professional development, staying updated on industry trends, best practices, and emerging technologies.
- Proficient in Microsoft Word- Excel- Power Point- Canvas.

Supervisory Responsibility

This position does not have supervisory responsibility.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting and business owner's office.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- In this position, the employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, typing and viewing a computer terminal.
- The employee will occasionally need to lift equipment, and office supplies up to 40 pounds. The employee is frequently required to sit, stand, talk, and present for long periods of time and hear.
- Extended periods of standing, walking, and bending during physical demands assessments.
- May need to work in environments with exposure to noise, dust, and other occupational hazards.

Expected Hours of Work

In general, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m., Monday through Friday, which allows one hour for lunch. However, duties of this position may frequently require the incumbent to be available beyond the traditional work hours.

Travel

Local travel to various businesses and event venues is required. Occasional out-of-town travel will be required for meetings and conferences.

Other Duties

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change or be supplemented at the discretion of management.

Date Created/Revised: 4-23-2026