



Job Position:	Project Administrator	Entity:	The Enterprise Center
Location:	Camden; Multiple Locations	Travel Required:	Occasional
Reports to:	EVP	Position Type: [i.e.: full-time, part-time, job share, contract, intern]	Full-time
Type of Position	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		Salary Range: To be determined

Job Description

Reporting to the Executive Vice President, Business Team, the Manager, Business Team, is responsible for client management, partnership relationship management, internal collaboration with other departments, and reporting and special projects as assigned. The Manager will act as a connector for small business clients to all relevant business and capital services, systems, resources, and partnerships.

Primary Role and Responsibilities

Functional

- Manage day-to-day activities and services to ensure that goals are achieved.
- Manage relationships with other internal services and external stakeholders and partners locally and regionally.
- Provide client and partner services related to the project.
- Provide outreach and engagement for partners and clients.
- Oversee and manage contract / grant compliance, including reporting and data collection and tracking.
- Supervise all project-related consultants.
- Supervise current property management including facilities managers.
- Performs other duties as assigned.

Managerial

- Cross-collaborate with staff and consultants to meet the quality of service and goals of business team.

Organizational

- Participate in professional seminars, workshops, and trainings to gather needed knowledge to implement and manage activities.
- Build strategic alliances beneficial to clients (small businesses and entrepreneurs).
- Perform market development activities including client recruitment and identifying business opportunities for client base.
- Understanding of how for-profits and non-profits operate

Qualifications and Education Requirements

- Minimum, BA/BS in business, communications, finance or related field.



- 3 or more years of experience in business administration or organizational administration.
- Working knowledge of small business growth, contract procurement, and financing.
- Persistent and persuasive approach to high quality client service.
- Strong relationship building and networking skills with diverse groups of people.
- Ability to work independently and within a team to maximize collaboration and productivity.
- Highly detail-oriented with ability to multi-task and excel in meeting multiple objectives.
- Excellent written, oral and presentation communication skills.
- At least two years of demonstrated experience managing diverse teams.
- Proficient in project management tools, demonstrated use of Gantt charts, etc.
- Proficient in Microsoft 365 Suite, including Microsoft Teams, Office, Excel, etc.
- Proficient in Salesforce or similar database experience.
- Proficient in budgeting and monitoring.
- Understanding of regulations and compliance related to public funds.
- Ability to work nights and weekends.