



JOB DESCRIPTION

Job Title: Incubation Navigator

Reports to:	Hub Director	Dept: OCCISE Champion Program
FLSA Classification:	FT Exempt	Entity: OneOC
Supervises Others:	No	Salary: \$90,000 per year

SUMMARY:

We are seeking an experienced Incubation Navigator to lead our incubation program for social enterprises - the first of its kind in Orange County. The Incubation Navigator will lead all operations of the incubator program, taking a strong sense of ownership and accountability for the program's operation, assessment, improvement, and success. This position will be responsible for ensuring that our incubation program is tailored to the unique needs of social enterprises, and that it provides the necessary support for our incubated ventures to be impact and investment ready upon completion of the program.

This position will play a critical role in building the social enterprise ecosystem in Orange County and help create illuminated pathways and zero barriers to entrepreneurship, especially social entrepreneurship, for underrepresented, under-resourced communities.

Please send resumes to: apply@revhuboc.com

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management

- In coordination with the Hub Director, develop and implement a comprehensive incubation program for social enterprises, including program design, curriculum development, operational plans, and evaluation methods
- Develop a pipeline of promising social entrepreneurs to participate in the program
- Provide mentorship and guidance to social entrepreneurs, helping them navigate challenges, capitalize on opportunities, and leverage available program resources
- Ensure program participants attend required programming, meet deliverables, and successfully complete the program
- Manage yearly program calendar with opportunities to provide incubated ventures access to the larger entrepreneurial ecosystem
- Develop and manage communication channels to highlight RevHubOC, which may include social and digital media platforms
- Provide insights into impact and investment readiness to Hub Director and RevFund team, and support due diligence
- In collaboration with the Advisor Navigator, assist advisors and volunteers in program engagement, specifically supporting incubated ventures with our advisor network
- Remain current on issues and innovation within the social enterprise and startup space and leverage the knowledge for program assessment and improvement
- Implement alumni engagement opportunities to ensure continued mentorship and support

Ecosystem Building

- Develop and maintain partnerships with entrepreneurial support organizations such as incubators, accelerators, government programs, and investor groups, as well as service providers such as law-firms and accountants for the purpose of increasing access to resources and support to our incubated ventures
- Attend relevant conferences and networking events to increase pipeline of potential ventures, advisors, and partnerships
- In collaboration with the Advisor Manager, assist in the recruitment of advisors and volunteers

Financial and Reporting

- Track and report on program outcomes, including the success of the incubated social enterprises
- Track and report on program budget and manage relationships with paid contractors

EDUCATION AND/OR EXPERIENCE:

- Bachelor's or master's degree required in business, entrepreneurship or related field
- At least 3 years of experience in the startup environment
- Proven track record of successfully managing and delivering programs, with experience in program design and curriculum development
- Familiar with the startup ecosystem
- Experience as a founder or operator at a Pre-Seed or Seed stage startup preferred

COMPETENCIES

- Passion for social entrepreneurship and a commitment to driving social change
- Entrepreneurial. Works well in dynamic environment with limited resources.
- Excellent teamwork, collaboration, and operational management skills
- Excellent communication and interpersonal skills, with a deep understanding of cultural competency and the ability to engage with diverse communities
- Strong project management skills, with an ability to prioritize tasks and manage multiple projects simultaneously
- Excellent relationship building skills
- Experience in fast-paced, dynamic environments
- Strong facilitation skills

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy
- Uses Microsoft Office Word, Power Point, and Excel as well as Internet and email programs proficiently
- Uses typical office equipment (i.e., fax, phone, copiers)

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone

- Lifts up to 10 pounds regularly and 25 pounds occasionally
- Exposed to typical office environment conditions and noise levels

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule for
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data
- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution

OTHER JOB REQUIREMENTS:

- Professional dress and appearance while on video conference calls and in person meetings
- Attends meetings and trainings as requested
- Drives personal car on business; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically
- Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately
- May travel by car or air outside the area for one or several days

OneOC/OCCISE Champion Program is proud to be an equal opportunity employer.