Job Title: Ideation Navigator

Reports to: Hub Director
FLSA Classification: FT Exempt
Supervises Others: No

SUMMARY:
We are seeking an Ideation Navigator that will be an essential catalyst in transforming raw ideas into actionable business plans. This position will empower entrepreneurs to navigate the challenging early stages of their startup journey and increase their chances of achieving problem-solution fit, and ultimately building successful and sustainable social enterprises. This position will be responsible for recruiting aspiring entrepreneurs, coordinating program delivery, building resources and support, and mentoring social entrepreneurs through their journey.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management

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

Facilitate the recruitment process of aspiring entrepreneurs, including sourcing, screening, and selecting candidates with promising ideas for the program

Collaborate with program partners, industry networks, and academic institutions to identify and attract high-potential entrepreneurs to the program

Develop and maintain relationships with external stakeholders, including mentors, advisors, and subject matter experts, to provide additional resources and expertise to program participants

Coordinate and facilitate access to content experts and industry professionals who can provide specialized knowledge and guidance to entrepreneurs within the program

Collaborate with the program team to design and develop online self-paced learning modules, ensuring they align with the program objectives and offer valuable resources to entrepreneurs

Curate and review existing educational content, including articles, videos, and case studies, to supplement the program's self-paced learning resources

Support entrepreneurs in navigating the self-paced learning modules, addressing their questions, and providing clarifications on the content as needed

Organize and facilitate workshops, webinars, and networking events to foster connections among program participants and provide additional learning opportunities

Track and monitor the progress of entrepreneurs throughout the program, providing guidance, feedback, and support to ensure they are maximizing their potential for success.
Collaborate with the program team to evaluate the effectiveness of the program’s recruitment strategies, resource allocation, and support mechanisms, making recommendations for improvements.

Manage yearly program calendar with opportunities to provide social entrepreneurs access to the larger entrepreneurial ecosystem

Support in the development of external content to highlight RevHubOC and the work being done in Ideation

In collaboration with the Advisor Navigator, assist advisors and volunteers in program engagement, specifically supporting ideation 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

Perform other duties as assigned

Ecosystem Building
In partnership with the RevHubOC team, 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 entrepreneurs, advisors, and partnerships

In collaboration with the Advisor Navigator, assist in the recruitment of advisors and volunteers

Financial and Reporting
Track and report on program outcomes, including the success of the ideation social enterprises

Track and report on program budget and manage relationships with paid contractors

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

EMPLOYEE SIGNATURE:

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