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### DIRECTOR OF MICROENTERPRISE TRAINING

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<b>REPORTS TO:</b>	Executive Director
<b>HOURS REQUIRED:</b>	40 hours per week
<b>SALARY RANGE:</b>	starts at 70K, commensurate with experience

#### **Our Mission**

The mission of Women's Initiative for Self Employment is to assist low-income women of diverse ethnic and social backgrounds in becoming economically self-sufficient through entrepreneurial activity. Women's Initiative links women with the skills, information, and financing they need to establish or expand small businesses that reflect their personal and financial goals. Our programs encourage women to create quality jobs for themselves and others – jobs that offer the flexibility to better blend work and personal responsibilities.

#### **About the Opportunity**

We're looking for a natural-born leader to join our team and help shape our future growth. The Director of Microenterprise Training reports to the Executive Director and oversees all aspects of the program including strategic planning, operations, and evaluation as well as managing and developing a talented team of business trainers, coaches, and administrative staff.

- **Lead program planning and development:** Analyze best practices and WI outcomes, engage stakeholders in developing plans for program enhancement. Current projects include finalizing curriculum development for our core program, incorporating technology into the classroom and building a structured post training program.
- **Lead and manage training staff:** Evaluate training, support training of trainers, establish accountabilities, communicate and re-enforce values, policies, and procedures; support recruitment, selection and orientation; implement performance evaluation and professional development programs; recommend compensation strategies;
- **Manage program implementation:** Establish annual program plan, manage against that plan ensuring successful completing. Manage calendar, coordinate logistics including managing trainer and space resources. Ensure that classes are full, we are reaching our target client, trainers have the resources they need to be successful and clients have a positive experience.
- **Develop and monitor department budget** by anticipating budgetary requirements and variances; analyzing results; initiating corrective actions; working with the Director of Finance, adhering to appropriate fiscal guidelines, including grant and contract compliance;
- **Increase awareness of Women's Initiative** by developing relevant collaborative relationships with other organizations; representing WI at local, national, and international communities;
- **Expanding professional knowledge** by staying informed of current trends and best practices in the field of microenterprise and adult education.

**Qualifications:**

- Bilingual Spanish/English required;
- Master trainer/Expert facilitator
- Experience/knowledge - business ownership, business start up/business cycles
- Experience in program development
- Management experience
- Networks with other non-profits/non-profit experience
- Experience with low income communities preferred
- Computer literacy: word processing, spreadsheet, database and internet;
- Graduate degree preferred in business, community or economic development, non-profit administration, public policy or a related field; or equivalent experience

**OUR ORGANIZATION**

Based in San Francisco, WI is nationally recognized as a pioneer and innovator in the self-employment field. Women's Initiative received the 2001 Presidential Award for Excellence in Microenterprise Development presented by former First Lady Hillary Rodham Clinton and is also a recipient of the 2004 Isabel Allende Espiritu Award for the Empowerment of Women.

WI has served almost 15,000 women and has helped start or expand some thousands of business enterprises throughout the Bay Area since 1988. More than 90% of our clients are low income with 33% below the poverty level.

Women's Initiative staff work at a high level of professionalism and are significant users of evaluation and technology. We seek candidates who share our values.

***Women's Initiative is an equal opportunity employer and strongly encourages people of color, older candidates, and persons with disabilities to apply.***

*Please send cover letter and resume to:*  
E-mail to: pmejia@womensinitiative.org or  
Mail to Pemala Mejia  
Women's Initiative for Self Employment  
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Oakland, CA 94612  
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