

**REQUEST FOR PROPOSALS FOR  
EXECUTIVE DIRECTOR FOR  
WACHUSETT BUSINESS INCUBATOR, INC.**

Proposals must be submitted to the WBI, via snail mail or email, WBI, P.O. Box 725, Gardner, MA 01441 or Paul Carlberg, Treasurer at [pcarlberg@wachusettincubator.com](mailto:pcarlberg@wachusettincubator.com).

Consultancy will remain open until the most successful candidate is found.

**Contractual Details**

The most successful candidate will:

- Serve as the WBI's Executive Director of the WBI and, under contract, will be compensated an annualized amount of \$50,000 at a rate of, and not to exceed, \$4,166.00 per month.
- Be responsible for all out-of-pocket costs each month (i.e. travel).

**Qualifications**

See below.

**Full Scope of Services**

Wachusett Business Incubator (WBI) seeks an Executive Director to implement new strategic plan of the Board of Directors. As a consultant, the Executive Director will work very closely with the members of the Board of Directors to implement to new plan.

Executive Director will be responsible for the day-to-day logistics and operations of the WBI and will work directly with entrepreneurs, businesses, and area academic institutions to provide education of WBI's suite of services, including preliminary small business consultation, provision of business planning technical assistance (BPTA), pursuit and management of grants funding the organization, and monitoring and reporting performance metrics.

The Executive Director will be responsible for managing and marketing WBI programs, identifying, contacting, vetting, onboarding entrepreneurs starting- and scaling-up businesses, and coordinating community outreach and education. He/she will be the primary point of contact for satisfying the operational needs of the WBI's clients.

This is a great opportunity to provide services to a growing organization that is plugged into the region's academic institutions, lenders, and other partners involved in the business ecosystem of the region. The organization provides entrepreneurs with connections to the region's business support ecosystem.

WBI is committed to supporting entrepreneurs as they develop new and creative technologies with new and expanding businesses that are poised to reshape and redefine how we live.

The Executive Director will work in a region that, since 1929, has experienced the deindustrialization of former industries such as wood, paper, and others and an emergence in plastics, metals, electronics, printing, and related industries. The Executive Director will plug into academic institutions that is supporting new and creative technologies and startups that are poised to reshape and redefine how we live. A keen sense of ownership and drive is a must, as is the ability to leverage resources available to the WBI to achieve high-impact results for our clients. The Executive Director must have a background as a startup founder, investor, incubator or accelerator operator, or other, relevant nonprofit organization where the most successful candidate built a business, raised capital, experienced the arc of business-building from nothing to something, or has provided the above or similar services to clients.

The Executive Director will report to the Board of Directors of the WBI, and the WBI's Executive Committee in between monthly board meetings. The Executive Director will lead in the development, implementation, and scaling up WBI's incubator programming. The Executive Director is responsible for supporting the planning and creation of the in-person and online components of the incubator's programming, as well as performing a variety of tasks associated with preparing grant proposals, reporting on multiple grants, and will help to recruit, onboard, and engage a community of mentors, speakers, and startups.

## **Responsibilities**

- The most successful respondent/candidate will:
  - Respect the WBI's roots and formation in the Greater Gardner region, but will also have in-depth knowledge of the greater north central Massachusetts region, including the subregions of the tri-cities metropolitan area (Fitchburg, Gardner, and Leominster), North Quabbin, and Nashoba Valley.
  - Providing technical resources, industry connections and business mentorship.
  - Develop and support program and curriculum design for the incubator.
  - Develop and manage relationships between other like organizations, educational institutions, federal, state, and local officials.
  - Execute strategic initiatives for the agency, while working closely with key stakeholders.
  - Understand and actively utilize appropriate apps and other internal systems to manage reporting, tracking, measuring, analysis, grant reporting, and Strategic Plan goals attainment.
  - Conduct outreach and recruitment related to WBI programming.
  - Oversee the day-to-day operations of the incubator including set-up, logistics, and speaker sessions.

- Ensure all logistical arrangements are made to support the incubator, booking meeting space, coordinating vendor services including catering, AV, and transportation.
- Assist in the recruitment and onboarding of mentors and speakers to the program.
- Represent the Incubator by attending events and being active in the local, regional, and State of Massachusetts startup community.
- Facilitate communication between mentors, partners, and Incubator companies.
- Track metrics associated with the Incubator's portfolio of startup companies.
- Manage the online community platform (with respect to the Incubator) uploading and maintaining content up to date and engaging, positively and professionally, with all parties.
- Oversee the execution and delivery of the programs.
- Coordinate all post-program support.

### **Qualifications**

The WBI will expect the most successful respondent/candidate be fully qualified to meet obligations of the WBI, deliver necessary services to incubatees, and work within the parameters of this agency's Strategic Plan. Additional qualifications of most successful respondent/candidate include:

- A minimum of five years of experience working with entrepreneurs, as an entrepreneur, or with ventures providing assisted to enterprises starting- and scaling-up, or similar, relevant experience.
- Experience managing an incubator, accelerator, or similar organization.
- Excellent verbal and written communications skills.
- Demonstrated knowledge of the startup ecosystem, including an understanding of startup needs.
- Basic knowledge of existing and emerging production technologies.
- The most successful respondent/candidate must also be able to work well under pressure, ability to schedule and plan projects in advance while being mindful of costs and must have successfully managed projects and timelines through completion, ability to interact with executive leaders, success in building and maintaining positive working relationships, and flexibility to work some weekends, evenings, and travel on occasion.

## **Employment Type - Consultant**

- The most successful respondent/candidate will be expected to be available up to a full-time basis. The WBI Board of Directors understands that the most successful respondent/candidate's hours may vary from week-to-week. The Executive Director will be expected to meet all obligations of the WBI with all funding agencies and others as needed to achieve the WBI's most recent Strategic Plan, comply with contractual obligations related to grant agreements, and other, lawful and reasonable objectives of the WBI's board of directors.

### Benefits:

- This is a consultant position. The successful respondent/candidate is wholly responsible for complying with all, applicable federal, state, and local laws, regulations, rules, policies for complying with taxation, health benefits, and other matters.

### Schedule:

- The most successful respondent/candidate will develop a create and maintain a work schedule that will meet the goals and objectives of the WBI, meet contractual obligations of grant agreements and other contracts, and meet with vendors, prospective and existing clients, and the general public.

### Education:

- Bachelor's degree in directly related or indirectly related field is preferred.

### Experience:

- Minimum, equivalent, directly related or indirectly related work experience is expected of the successful respondent/candidate.

### Travel:

- The successful respondent/candidate will be expected to be able to travel to and from his/her/their office to the incubator's location and other sites to meet the goals and objectives of the WBI.

### Work Location:

- The consultant will have his/her/their own office location. A new location is in the process of being identified by the WBI where we will reestablish our new incubator space.

### Company's website:

- [wachusettincubator.org](http://wachusettincubator.org)

### Work Remotely:

- This is a consultancy position. The successful respondent/candidate will work in his/her/their office environment and at the WBI's new office space, as needed.

- When the WBI identifies and locates in a new office environment, the successful respondent/candidate will be expected to manage the new incubator space.

COVID-19 Precaution(s):

- When a new facility has been identified and the WBI moves into its new environs, then personal protective equipment (PPE) will be provided to the successful respondent/candidate. WBI will require the successful respondent/candidate and all visitors to the new facility to follow safety protocols of the Federal Centers for Disease Control (CDC), Massachusetts Department of Public Health, and/or the municipal board of health, or a combination to ensure the highest level of protection and safety for the Executive Director, clients, and visitors to the WBI.