

# **The Black MasterMind Group Charitable Foundation**

## **Assistant Executive Director**

### **Description**

The Black MasterMind Group Charitable Foundation is a recognized 501c3 grant funded organization created to educate, train, coach, mentor and develop the black entrepreneurial community to start/(re-start), stabilize, sustain, and scale their businesses. Addressing the disparity in the black entrepreneur's ability to access capital. Consequently, resulting in a higher business closure rate than any other ethnic group. This is a part time independent contractor position with a minimum of 22 hrs. to a maximum of 24 hrs. a month. Compensation based on grant guidelines.

The Assistant Executive Director will assist the Executive Director in establishing The Black MasterMind Affiliate Groups in the city. Be the support for the Executive Director and the leader for the leadership team.

### **Job responsibilities**

Oversee the development of the leadership team. Recruit and screen potential leaders. Assist with the day-to-day operation and direction of the Black MasterMind Affiliate Groups. Align ship recruitment and strategies to open the affiliate group to the community. Assist the organization to achieve its goals and mission to educate, train, coach, mentor and develop as many black entrepreneurs as possible to create sustainable business models in the community. Provide monthly reporting of the status of the Affiliate Group and all its activities.

Assist in the development and execution of public relations strategies to raise awareness of the disparities of the Black Entrepreneurial Community. Step in when the Executive Director is unable for media stories, information, and interviews

Assist in the development of partnerships with partners, sponsors, contributors, donors to provide scholarships for Black Entrepreneurs to attend the Business Mastery Institute BootCamp Program.

### **Qualification**

A current or former Black Entrepreneur. 3-5 years of Entrepreneurial experience or a bachelor's degree from a four-year accredited institution or three years of senior level leadership, management, and decision-making experience.

A track record of inclusive leadership with a track record of managing, building, and supporting high-functioning teams and coalitions. Demonstrated ability to plan, organize, prioritize, and coordinate multiple projects. Excellent oral and written communications skills, with strong interpersonal skills. Ability to maintain confidential information.

Impeccable integrity and moral character, supporting the mission, philosophy, policies, procedures, and ideals of The Black MasterMind Group Charitable Foundation.