

The Black MasterMind Group Charitable Foundation

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 Executive Director will serve as a single point of contact for the Black MasterMind Affiliate Groups in the city. Be the point of contact for community organizations, government entities, media, and industry partners to increase nationwide awareness, resources, and data to combat the high business closure rate of the Black Entrepreneurial Community.

Job responsibilities

Oversee the day-to-day operation of the Black MasterMind Affiliate Groups throughout the city. Align leadership 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.

Oversee the development of the annual budget and prepare monthly financial reports as well as the annual review of financial statements to share regular status updates with key stakeholders.

Develop and execute public relations strategies to raise awareness of the disparities of the Black Entrepreneurial Community. Develop and strengthen contacts with media outlets nationwide and serves as a spokesperson for the national organization.

Forge 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. 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.

An inspiring and inclusive leadership style with a track record of managing, building, and supporting high-functioning teams and coalitions. 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.