



EXPONENTIAL IMPACT

Executive Administrator: Executive Administrator
Reports To: Chief Executive Officer
Position Type: Exempt, Full-Time
Post Close Date: February 26, 2019

About Exponential Impact (XI)

Exponential Impact's mission is simple: Give early stage entrepreneurs focused on emerging technologies the best start humanly possible.

We believe in the trailblazers who are redefining business and our way of life. Our vow is to develop modern-day industrialists by equipping them with resources and expertise, then strengthen their connections to create rich environments of innovation and collaboration.

Realization occurs through a design unique to southern Colorado – a three-part seed-to-scale journey that pilots entrepreneurs on a path without limits.

1. Accelerate: Next generation leaders enter through XI's Accelerator, a 14-week program with rigorous programming, custom seed funding, mentorship and connections to potential investors.
2. Amplify: Teams gain elevated access to XI staff and mentors, graduated workspace and professional services that create viable businesses. Ventures are prepared to pitch investors for \$1 million or more.
3. Ascend: Growing companies continue developing through exposure to world-class resources and are primed to raise \$5 million-plus in venture capital.

Bottom line – we're in it for the long haul. At XI, we shepherd entrepreneurs by making long-term investments designed for business sustainability and prosperity.

About the Opportunity

Exponential Impact has been awarded the Regional Innovation Strategies i6 grant through the Economic Development Administration Office of Entrepreneurship and Innovation. This three-year grant allows Exponential Impact to grow our team to expand programs and further support early stage entrepreneurs.

Responsibilities

- Identification and implementation of organization productivity and communication tools (CRM, OKRs)
- Creation of systems to track deliverables and metrics including job creation, investment, Qualified Charitable Contributions, and much more
- Assist in creation and implementation of organizational policies and systems to ensure compliance with grant funding
- Assist CEO in managing the EDA RIS i6 Grant Management to include financial and progress reports, program metrics and online administration
- Identification and implementation of economic impact tools to measure and report on XI objectives
- Assist in creation of Amplify and Ascend Programs including applications, processes and reporting
- Prepare presentations, handouts and occasional collateral for XI events
- Market research for continued growth of entrepreneurial ecosystem
- Policy research on industries related to Exponential Impact
- Identification of potential follow-on funding tools for XI program participants
- Support CEO in identifying and securing additional funding sources for Exponential Impact
- Assist in scheduling meetings and events



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Additional Responsibilities

- Support and actively contribute to the goal of achieving greater diversity, inclusion and equity at Exponential Impact and in all programming
- Promote a culture of team work where no job is too big or too small
- Assist in the curation of the Exponential Impact offices and shared workspace ensuring we demonstrate generous hospitality while operating as great partners to UCCS and the National Cybersecurity Center
- Participate in partner projects with the University of Colorado Colorado Springs and National Cybersecurity Center to execute on shared goals
- Work closely with community partners such as City of Colorado Springs, El Paso County, Colorado Springs Utilities, the Chamber & EDC, Downtown Partnership and Peak Startup to grow the entrepreneurial ecosystem, identify shared goals, track and report outcomes

Environment

- XI is a lean, nimble, startup non-profit that is growing quickly and committed to economic development through creation, attraction and growth of early stage technology companies
- XI does not yet have permanent offices and currently uses co-working space. XI will move into 3650 N. Nevada Avenue to co-locate with the NCC and UCCS in late Spring 2019
- XI is a relatively new organization. This allows for team members to operate as founders. There is great opportunity to shape this job and the organization
- Candidates must be flexible, take initiative, be comfortable with all XI tasks big or small. All team members will at times be required to offer hospitality, schedule meetings, lead large presentations, work with high level stakeholders, create social media content, etc. While each staff member has primary responsibilities, this is not the place to say or think, “it’s not my job.”

Requirements

- Must love details, research, analysis, reporting
- Strong communication skills of all kinds
- Strong relationship building

Qualifications

Bachelor’s degree or equivalent experience plus a minimum of 3 years of experience related to grant writing and administration, economic development, and/or project management. Experience and interest in market research is strongly preferred. Proficiency in a variety of CRM and productivity tools. Use of economic impact tools will be required but can be learned on the job. Self-awareness through tools such as MBTI and enneagram preferred though XI can assist with coaching in this area.

Benefits

- Be part of a small but very tight team driving high impact programs
- Work with a team that is incredibly connected locally, regionally and nationally – you’ll meet a lot of people and gain tremendous exposure in this position
- XI is generally flexible in nature. There is a lot to do. Leadership does not micromanage or dictate how the work is done – as long as it is done with excellence
- You can expect high challenge with high support
- Health insurance is available. Vision and dental could be added in the future if XI has enough users
- 401k with employer match is available

To Apply

Send cover letter, resume with salary requirements and any relevant work products you believe to be compelling to: info@exponentialimpact.com with “I want to work for XI” in the subject line