



## Program Coordinator – B2B Software Startup Accelerator

---

### Overview:

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps and consulting services for manufacturing related projects.

The Software Accelerator is a new cohort based program managed by NextCorps that will help non-technical startup founders to discover, validate, build and launch a B2B software company. The program will serve entrepreneurs in the Finger Lakes region

### Responsibilities:

The **Program Coordinator** is responsible for day-to-day coordination of the participants, resources and tasks within the software accelerator program, as well as assisting with support for startups currently incubating at NextCorps. Critical responsibilities include the following elements:

#### Recruiting

- Assist in the recruiting process of founders/teams using virtual or in-person information sessions
- Identifying sources of deal flow and potential program applications
- Managing databases for tracking applicants
- Assisting with the participant review and selection process

#### Program Curriculum

- Assist program director with creation and distribution of educational materials
- Provide logistical support for virtual (and on-site, when conditions permit) workshops
- Coordinate weekly sessions with program participants and advisors
- Maintain databases to archive program documentation
- Provide support for presentations

#### Collaboration

- Assist with management of external program collaborators and strategic partners
- Identify possible funding sources for participants and future program cohorts
- Work closely with key program collaborators – UR, RIT and Excell Partners
- Assist with reports to funding organizations including financial metrics
- Compile monthly milestone accomplishments for the program and participants
- Organizing social events to foster a sense of community among program members

#### Marketing and Promotion

- Assist with marketing and awareness of the program
- Coordinate published content with NextCorps marketing and media staff
- Assist with planning and creating general informational pieces about the program
- Attend periodic virtual and in-person events to build awareness of the program

## Qualifications

- Strong organizational skills, time management, and attention to detail
- Experience in delivering educational materials and working with remote teams using video conferencing tools such as Zoom, WebEx and Go-To-Meeting is required
- Position requires extensive use of Google Docs, Excel, PowerPoint and MS-Word
- Interest in entrepreneurial organizations and technology-based startup culture is desired.
- Applicants should have a strong interest in software-related businesses (SaaS, e-commerce, social networks, etc.)
- Preference for applicants with experience using “no code” tools like Bubble.io and Adalo
- Passion for growing the entrepreneurial ecosystem here in the Rochester region
- Ability to work some evenings and weekends to support events

## Relationships

Reports To: Executive Director of Program  
Manages: N/A  
Coordinates With: Marketing team, multiple program managers, program partners and president

## Additional Details

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY and/or remote (must have ability to attend events at Sibley Square – not purely remote)

FLSA: Exempt - (Range - \$50,000 to \$60,000 depending on experience)

Work Schedule: Will require some flexibility to meet program delivery

## Important Note

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

## To Apply for this position

Please email your resume and cover note/letter to [resumes@nextcorps.org](mailto:resumes@nextcorps.org), with Program Coordinator - **Software Accelerator** in the subject line. All applications are due by **May 17, 2021.**