



Position: Accelerator Director (remote)

14-15 month contract (not employee), potential to extend

Project Dates: July/August 2021 – September 2022

Contractor Fee: \$4,500/month + pre-approved expenses

Seeking to fill this position immediately.

Position Overview: [RAIN](#) (Regional Accelerator & Innovation Network) is seeking a highly efficient, professional, and organized entrepreneurial-minded individual who is passionate about supporting entrepreneurs and small business owners to lead the implementation and management of our **3 virtual accelerator programs** listed below:

- **[RAINmaker Accelerators \(host 2\)](#)**: *Digital marketing focus.* Find speakers to teach various topics related to digital sales & marketing, e-commerce, digital ads, analytics, email marketing, landing page development, sales funnels, & conversion, etc.
- **[MONEYmaker Accelerator \(host 1\)](#)**: *Financial management focus.* Find speakers to teach various topics related to financial management and fundraising that is required to run a startup and small business.
- **RAINdrops Program (ongoing)**: Build a network of service providers (digital marketing, e-commerce, bookkeepers/ accountants, CPAs, lawyers, etc.) to offer 1:1 technical assistance to entrepreneurs after graduating from accelerators listed above so they can work with experts to implement what they've learned in their own businesses. (*Note: We have a goal to ensure that at least 25% of these service providers are women, people of color, LGBTQ+, veterans, differently abled, based in a rural community, or other underrepresented classification*).

CONTRACTOR RESPONSIBILITIES:

- Able to hit-the-ground running to implement RAIN's virtual Accelerator programs, including high proficiency with our suite of technology tools (e.g., Zoom, Slack, Google Drive, Google Docs, Eventbrite, Mailchimp, SurveyMonkey, etc.)
- Review accelerator curricula and update
- Secure speakers/experts to deliver educational content and mentorship at virtual accelerator programs
- Develop partnerships with service providers to develop and help implement our RAINdrops program (e.g., lawyers, accountants, bookkeepers, CPAs, digital marketing experts, etc.)
- Ensure all of RAIN's entrepreneurship & innovation ecosystem stakeholders and partners are engaged in this project
- Develop and deliver educational content relevant to startups and small businesses (where you have expertise)



- Assist with securing and onboarding accelerator program sponsors
- Meet program goals and deliver updates to RAIN's board of directors and funding partners
- Collaborate with RAIN's team to ensure effective partner management and data collection and reporting
- Collaborate with RAIN's Marketing & Communications Lead to ensure effective internal and external communications (including language translation where needed)
- Collaborate with RAIN's Diversity, Equity, & Inclusion (DEI) and Community Engagement Manager to foster an atmosphere where all accelerator participants, partners, and volunteers, whatever their gender, race, ethnicity, religion, national origin, age, sexual orientation or identity, education or disability, geography, feel valued and respected
- Ensure all approaches align with [RAIN's Diversity, Equity, & Inclusion statement/philosophy](#)
- Serve as a mentor to entrepreneurs, as needed, and abide by [RAIN's Mentor Manifesto](#)

CONTRACTOR QUALIFICATIONS:

Leadership & Cultural Fit:

- Must lead as a coach/mentor and not a manager
- Must understand RAIN's entrepreneurial ecosystem [approach and philosophy](#)
- Previous experience managing a fast-paced program
- Able to work collaboratively with individuals from various backgrounds
- Self-starter with a bias toward action, innovation, and adaptivity
- Able to pivot quickly without being flustered
- Entrepreneurial background and network is a plus
- Previous experience as a contractor is required and understand Oregon's contractor laws
- Able to work remotely

Communication & Presentation:

- Strong communication, facilitation, organizational, and interpersonal skills
- Excellent presenter and able to motivate others while working remotely/virtually
- Able to build bridges and turn difficult conversations into win-win outcomes
- Inclusive and diplomatic approach at all times

Project Management & Partnerships:

- Experience running online meetings and workshops
- Able to manage multiple tasks simultaneously, remain professional and organized, and prioritize follow-up
- Detail-oriented and excellent project manager
- Able to track-as-you-go and not postpone data capture
- Experience partnering with government and economic development organizations is a plus



Technically Savvy:

- High levels of proficiency regarding technology and able to learn new tools quickly
- Have strong experience with the following technologies: *Zoom, Slack, Hubspot CRM, Google Drive, Google Docs, Mailchimp, SurveyMonkey, Eventbrite, Facebook, Twitter, and LinkedIn*
- Highly proficient hosting interactive meetings and programs using Zoom

TO APPLY:

Please email a **RESUME + PROPOSAL** that includes the following:

- Cultural fit for this position (your leadership, partnership, and work styles)
- What you know about RAIN
- Experience leading entrepreneurial programs (accelerators is a plus)
- How you will recruit entrepreneurs to attend our accelerator programs
- Examples of speakers/experts you would recruit to deliver educational content for our virtual accelerator programs (MONEYmaker, RAINmaker, RAINdrops)
- How you keep yourself organized so all tasks are met
- Your experience using the following tools (and note your proficiency level as one of the following for each technology tool: *Zoom, Slack, Hubspot CRM, Google Drive, Google Docs, Mailchimp, SurveyMonkey, Eventbrite, Facebook, Twitter, and LinkedIn*
 - ◆ *No experience*
 - ◆ *Little experience*
 - ◆ *Using regularly and proficient*
 - ◆ *I'm an expert or close to one*
- Experience as a contractor
- How you will balance this contract with other commitments
- 3 references who can speak to your qualifications
- Date you can start
- **BONUS:** include a video (less than 60 seconds) why you're the right fit for this role

Email to RAIN's CEO, Caroline Cummings: caroline@oregonrain.org

Use the subject "**Accelerator Director**"

RAIN is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. All are welcome and encouraged to apply.



About RAIN: RAIN (Regional Accelerator & Innovation Network) is a 501(c)(3) non-profit organization that is run by experienced entrepreneurs and angel investors and exists to reduce barriers to entrepreneurship and innovation. Since 2014, RAIN has been invited to serve 23 cities across 5 counties in Oregon to help them build inclusive entrepreneurial ecosystems and innovation economies.

RAIN's Mission: To partner with communities to catalyze entrepreneurial ecosystems, connect entrepreneurs to resources—including overlooked entrepreneurs— and contribute to the creation of prosperous economies.

RAIN's Vision: Communities support, value, and celebrate entrepreneurs; regional leaders recognize entrepreneurs are a primary creator of net new jobs; small and rural communities have thriving economies; and a culture of possibilities is embraced.

Visit www.oregonrain.org to learn more.