



## ENTREPRENEURSHIP AND INNOVATION DIRECTOR

### Purpose Statement

The job of Entrepreneurship and Innovation Director at Williamson County Schools [EIC] is a full-time, 12-month employee responsible for providing strategic vision, operational leadership, and programmatic execution concerning all aspects of the EIC. Aligned with the Williamson County School's Strategic Plan, and in the context of continued excellence in student outcomes and career exploration, the EIC is designed to enhance the academic experience for students by fostering and promoting an entrepreneurial spirit across all WCS high schools. The EIC also serves as a resource for faculty and staff and seeks to position Williamson County Schools as a national leader in entrepreneurship education.

This job reports to the Superintendent of Schools.

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### Essential Functions

- Lead the vision and strategy for the EIC, with the goal of becoming a model high school entrepreneurship and innovation program for high school students.
- Provide operational management and execution of EIC programming including supervising staff, planning and directing program activities, developing processes, maintaining program budgets, setting annual objectives, and measuring and reporting success.
- Work collaboratively with the teachers, counselors and administrators at all WCS high schools to advance student coursework. Offer educational opportunities for students that will complement their academic coursework.
- Cultivate a vibrant entrepreneurial ecosystem across all Williamson County high schools, partnering with teachers, counselors and administrators to creatively foster student and faculty innovation
- Create and manage a comprehensive suite of programs and resources for aspiring student and faculty entrepreneurs guiding them from ideation to incubation to implementation, such as guest speakers, workshops, bootcamps, mentoring, pitch competitions, funding sources and more.
- Manage EIC co-working space, ensuring an attractive, creative, productive, and collaborative working environment. Ensure workability and functionality of all EIC equipment. Maintain and upgrade equipment inventory to ensure meeting the needs of all parties involved.
- Grow the number of students and faculty with access to the EIC space, and intentionally develop a sense of community through interaction and programming.
- In partnership with the EIC board identify, recruit, and engage community mentors who can provide wise counsel and guidance for student entrepreneurs.
- Represent the EIC to the broader community and key stakeholders. Where appropriate, build strategic alliances with community organizations in the regional entrepreneurial ecosystem that benefit students and align with the EIC's mission and objectives (such as the Williamson, Inc.)
- Develop and launch signature events that serve and connect local high school students focused on innovation and entrepreneurship, such as competitions, summer camps, and mentoring programs, to develop a pipeline of students interested in continuing their pursuits in college and/or career.
- Recruit and consistently engage the EIC Advisory Board comprised of experienced community leaders and entrepreneurs who can help execute the vision, make connections, and attract human, social, and financial resources for the Center.
- In collaboration with the EIC Advisory Board, actively seek funding for the Center through extensive networking, vision sharing, grant writing, sponsor solicitation, and revenue generation. In addition, develop internal and external funding sources that can provide students with startup capital to take the next steps in their entrepreneurial journey.



# Williamson County Schools

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- In collaboration with the WCS Communications department, ensure a compelling web presence, produce creative marketing collateral, and tell the stories of student and community entrepreneurs in a way that showcases the value of a comprehensive liberal arts education.

## Other Functions

- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade those skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; knowledge of business development; planning and managing various tasks; problem solving; interpersonal aptitude; organization, planning, and analytical skills; effective leadership; and program development with diverse stakeholders.

**KNOWLEDGE** is required to review and interpret technical information, speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: assessment tools; program and planning development; principles of best business practices; basics of fundraising; and knowledge of grant writing and donor solicitation.

**ABILITY** is required to schedule meetings and/or events; often gather, collate, and/or classify data; Flexibility is required to work with others in a variety of circumstances; and operate equipment using a variety of processes. Ability is required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; setting priorities and meeting deadlines; working as part of a team; working with frequent interruptions; working with detailed information/data; leadership and direction; ability to manage and budget and adapting to changing work priorities.

### **Responsibility**

Responsibilities include: Working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and supervising the use of funds for multiple departments.

### **Working Environment**

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing.

- EXPERIENCE:** Minimum (5) five years of related experience supporting or running startup organizations, educating entrepreneurs, or driving growth for innovation-focuses organizations is preferred.
- EDUCATION:** Bachelor's degree in job related area preferred.
- EQUIVALENCY:** Proven success through relevant business experience.



### **REQUIRED TESTING:**

### **CERTIFICATES & LICENSES:**

### **FLSA STATUS:**

Exempt

### **CONTINUING EDUCATION / TRAINING:**

### **CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

### **SALARY GRADE:**

Professional