



Job Description | Philly RISE Accelerator Manager

Black Squirrel exists as a nexus point for underserved communities to identify, access, and activate resources to create and provide opportunities for wealth building. As a team of industry thought leaders and seasoned professionals experienced in working with startups, entrepreneurs, and neighborhood based-businesses, Black Squirrel provides solutions to reinforce “*Sustainable Communities and Impactful Neighborhood Investment*”.

The Accelerator Manager, an essential member of Black Squirrel’s leadership team, will be responsible for managing the **Philly RISE Accelerator** program and accomplishing its business goals and objectives. These duties will minimally include the planning and coordinating of all services for recruitment, ecosystem engagement, training, instructor coordination, mentoring, participants’ funding readiness and:

- Creating, implementing, and executing the ideation of Philly RISE as defined by the partners of Black Squirrel.
- Developing strategic relationships in the real estate ecosystem including related city and government agencies, the development community, contractors, industry services providers, funding sources, sector thought leaders and related stakeholders.
- Daily management of overall program responsibilities, tasks, and duties for the Accelerator’s staff, participants, advisors, coaches, and partners.

General Responsibilities

The Accelerator Manager position is full time on-site and will work under the direction of the Chief Program Officer, and the Black Squirrel Leadership Team, and be responsible for implementing the Philly RISE Accelerator program with plans and strategies that comply with the grant, investment, and funding requirements of the program’s capital sources. Furthermore, this position will be accountable for the business readiness of cohort participants to accomplish project completion of their real estate development sites as defined by their project plan that’s an outcome of their training and funded by the program. Additional accountabilities include:

- Coordinating the participant application and selection progress with the Black Squirrel team.
- Management of activities required to support participants during execution of the programs.
- Managing all logistics requirements for the accelerator program.
- Recruiting and supporting the coaching and mentoring partners during the execution of the program.
- Community building and active participation in outreach and engagement where development will take place.
- Identifying and suggesting methodologies for program improvements to include policies, tools, materials, training, etc.
- Reporting on the operational performance of the project to the Black Squirrel Leadership Team



Skills, experience, and attitude we are looking for:

- Entrepreneurial spirit
- Exceptional organizational skills
- Strong interpersonal skills and ability to build trust and productive relationships
- Academic qualifications: Bachelor's degree +3 years of management (business management, marketing, operations) or related experience
- Excellent verbal and written communication skills
- High Proficiency with tools like Microsoft Office (Excel, Project, Project Management, etc.)
- CAD experience and knowledge for reading site plans and designs a plus
- Knowledge or experience of real estate development beneficial
- Ability to assess, plan, measure and report on the operational and financial (budgets/statements) for the project

What You Get:

- Salary and benefits commensurate with experience
- Great opportunity to be a part of a new wealth-building initiative
- Ability to work remotely when warranted

Compensation and Duration

- Salary: \$80,000.00 annually
- Benefits: Health, Personal Time Off
- Classification: Full Time
- Hours: Weekdays, Evening and Weekends

Application Procedure and Deadline

Prospective applicants can apply at: [Black Squirrel Careers](#) or email one PDF document to Black Squirrel at: info@blacksquirrel.co containing the following:

- Cover Letter Indicating Interest
- Resume
- 500 Word Writing Sample (2pages) on, *"Building Wealth in the Black & Brown Community"*