

POSITION: Associate, Programs

REPORT TO: Managing Partner

CATEGORY: Full-Time

LAST UPDATED: April 2019

Company Description:

Access Ventures (AV) exists to open doors that would otherwise be closed. By offering one-pocket investment opportunities and inviting entrepreneurs, creators and investors to share in an active and vibrant vision for their communities, we are all enriched as we build something together.

Let's create a world we all want to live in.

We believe all assets should reflect your organization's values. At Access Ventures, each investment opportunity is first inspected for mission, then reviewed for financial fit.

Position Summary:

As an associate, you will be responsible for helping explore and implement solutions essential to building a thriving regional ecosystem that includes Louisville and Southern Indiana. Within our existing efforts, you will also be responsible for managing the Growth Loan process. The Growth Loan is an innovative regional small business loan program of \$35,000 that does not require collateral. We have some exciting new opportunities in 2019 and beyond to improve access to capital for regional entrepreneurs and are looking for a motivated person to join our team!

You Will:

- Facilitate a collaborative process to shape and build partnerships to support the future vision for AVs efforts in access to capital.
- Research best practices and new models that are outcomes based and data driven and develop with the AV Leadership Team, a plan to execute over the next 5 years.
- Represent AV externally, helping to grow the organization's network and influence.
- Own the program area budget and manage key activities against it, ensuring the organization's near- and long-term health.
- Work with the AV Creative team to tell stories about AVs work and deliver those stories in an effective and compelling manner.
- Contribute to AV's design-driven culture, champion our values of collaboration, learning from failure, and making other successful.
- Work alongside the Managing Partner in supporting these deliverables.
- Develop partnerships that result in additional funding for AV and these efforts to leverage the funding committed over 5 years.
- Manage the entire flow of the Growth Loan for new loan applicants from initial application, to technical assistance with partner organizations, to presentation at the loan committee.

You Are:

- A creative individual who is excited about entrepreneurship and small business
- A proactive person that enjoys figuring out new ways to solve community problems
- A doer with 2+ years of experience
- A curious-minded person with experience working cross-functionally and eager to build new solutions within a team setting
- A person that knows their way around office systems and can use them efficiently to tell the story behind a project.
- A communicator and connector who shares information fluidly and facilitates dialogue.
- An educated individual with a minimum Bachelor of Arts / Bachelor of Science degree.