

**OHIO DEPARTMENT OF DEVELOPMENT  
EMPLOYMENT OPPORTUNITY**

**Job Title: MANAGER, ENTREPRENEURIAL SERVICES**

**Starting Salary:** \$65,000 yr. + based on qualifications

**Position Number:** 20083058

**Job Classification/Status:** Unclassified, Exempt

**Division/Office:** Strategic Investment/Technology Investments

**Location:** 77 South High Street, 28<sup>th</sup> Floor, Columbus, Ohio

**Work Hours:** Day Hours, M-F

**Supervisor:** Michael McKay, Executive Director Third Frontier

**DATE POSTED: AUGUST 30, 2023**

**DEADLINE FOR APPLYING: SEPTEMBER 18, 2023**

The **Manager, Entrepreneurial Services** position is primarily responsible for the administration of the Ohio Third Frontier Entrepreneurial Services Provider (ESP) Program, which is a coordinated network of high-value services and assistance providers that is easily accessible to technology-based entrepreneurs and small tech-based companies in Ohio. The ESP Program aims to foster sustainable engines of entrepreneurial activity and technical assistance, and to continue to generate visibility and excitement about entrepreneurship in Ohio.

**Duties**

- Manages the entrepreneurship area of Ohio Third Frontier, including grant programs which are designed to meaningfully advance entrepreneurship in the State of Ohio
- At the administrative direction of management, coordinates and manages the Entrepreneurial Services Provider Program in the Office of Technology Investments, which provides high-value entrepreneurial services and greater access to early-stage investment capital and talent
- Independent program activity includes preparing program Requests for Proposals (i.e., RFPs) and applications, award commitments and approvals, contract development and execution, disbursements, reporting, compliance, amendments and terminations, remedial actions, overall program management and monitoring, and responding to requests
- Works with third-party evaluators throughout the review process, including to identify applications for funding, conduct applicant interviews, review reports and presentations, and approve invoices for payment
- Works with Development staff and applicant representatives to correct application information deficiencies and to generate grant agreements from approved applications
- Ensures that budget and financial plans of applications reflect project needs and program requirements
- Provides guidance to grantees on resolving issues
- Coordinates with grantees to modify or amend existing grant agreements
- Reviews grantee invoice submittals for completeness
- Builds constructive working relationships between Department and grantees
- Collaborates on marketing materials
- Analyzes existing program operations for performance and effectiveness

**Qualifications:**

1. Undergraduate degree in Business Administration, Finance, Economic Development, Public Administration, or a related field  
**OR** equivalent work experience.
2. Previous experience in working with private, state or federally funded grant programs preferred.
3. Excellent written and verbal communication skills.
4. PC proficiency in using word processing, spreadsheet software and other technology platforms.
5. Must possess valid driver's license and be able to travel to sites around Ohio and occasionally outside of Ohio.

**The final candidate selected for this position will be required to undergo a criminal background check and drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.**

**TO APPLY, VISIT <http://careers.ohio.gov> or [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)**

**OR**

**SUBMIT RESUME/APPLICATION TO:**

Ohio Department of Development, Human Resources Office  
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130  
[hr@development.ohio.gov](mailto:hr@development.ohio.gov)

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