

## Manager, Acceleration and Entrepreneurial Enablement

Ignite Bermuda is Bermuda's new privately-funded business accelerator for entrepreneurs and small businesses. Ignite requires an energetic, inspiring and commercial Enabler to work with entrepreneurs, provide marketing support and manage the collaborative working space at our new hub on 12 Wesley Street. Reporting to the Accelerator Executive Director and liaising with the Board, local stakeholders, and in partnership with Entrepreneurial Spark, you will:

- Manage the application process and assist with the selection of the entrepreneurs that are accepted into the programme;
- Assist in coaching and mentoring of the entrepreneurs, hold them accountable for their progress during the programme, and help them to understand and prepare for the challenges they will face;
- Be accessible to the entrepreneurs to act as a sounding board – helping them to plan, focus and measure their success as well as failures;
- Assist in the creation of a trusted, inclusive and supportive eco-system for entrepreneurs and small businesses in Bermuda;
- Provide support for the day-to-day running of the accelerator hub which would include managing and administering the Ignite website, digital content, marketing and social media including responsibility for growing the social media network and followers; and
- Responsible for helping to build the Ignite Bermuda brand and ensure it stays true to the established brand attributes.

You will have the maturity, experience and professionalism to be able to know when entrepreneurs need your hands-on approach and when to stand back and let them arrive at their own conclusions. You will be an effective communicator who is able to adapt your style and approach for different people and situations to ensure that you are getting the best out of the people you are working with. You also need to be a great presenter and be able to deliver workshops and present to individuals as well as large groups and external stakeholders.

A passion for entrepreneurship is a must, as is a can-do attitude, which you will demonstrate through your drive, enthusiasm and passion for getting the best out of both your team and the entrepreneurs within the accelerator.

### Essential skills:

- Highly organised, process oriented person, excellent time management;
- Confident, assertive and authentic;
- Positive, enthusiastic with a 'can do' attitude;
- Have excellent communication and presentation skills, both written and verbal;
- Be tactful and articulate, with high levels of emotional intelligence and self-awareness;
- Keen attention to detail;
- Have strong leadership skills;
- Be an excellent judge of character;
- Strong problem solver and decision maker;
- Ability to work under pressure to tight deadlines;
- Adaptable and flexible in mind-set and behaviour;
- High level of personal energy;
- A self-starter, able to work independently and using their own initiative; and
- Business and entrepreneurial acumen.

Submit your cover letter and resume to [hello@ignitebermuda.com](mailto:hello@ignitebermuda.com) and quote **Manager, Acceleration and Entrepreneurial Enablement** in the 'subject line'.

PO Box HM 1001, Hamilton HM CX | +1 441 232 1181

**Deadline to apply is Thursday, May 23, 2019.**

Ignite Bermuda is the trade name of Bermuda Accelerator Limited ("BAL"), a company limited by guarantee and incorporated in Bermuda. BAL is a not-for-profit entity (Registered Charity Number 1001).