



Beverly Gray Business Exchange, Inc.

Program Manager Job Description

Program Manager,
Buffalo, New York, United States

Role Summary

PMs are responsible for ensuring the success programs implemented for our members. This includes event management, utilizing tools/developing processes to manage program data, building and scheduling the rolling 3-month programming calendar, execution of Demo Day for our accelerator. The PMs are also responsible for collaborating closely with the corporate partners to support them with their goals for programs that are done in partnership with them.

Experience with operations and event planning is required and is a major part of this role. Familiarity with the needs of minority entrepreneurs and the entrepreneurial ecosystem is preferred but not required. Throughout the year PMs have the opportunity to work across the EXCHANGE network, support cross-collaborative projects, and focus on professional development and career growth

What You Will Do:

- Partner with the Executive Director to develop the program plan and own the overall responsibility for the successful execution of the accelerator, including Demo Day for the Accelerator program
- Ensure the program is following best practices and executing upon outlined content and curriculum.
- Deliver the best possible experience to entrepreneurs, mentors, partners, investors and other program stakeholders
- Own all year-round logistics, operations, administration, scheduling, calendar management and event planning for the program
- Support relationship management Corporate Partners
- Build relationships across the City of Buffalo by working on cross-collaborative projects.
- Represent THE EXCHANGE in the local community and ecosystem

What you bring to the role:

- 3 - 5+ years of experience in fast-paced environments with a focus on event planning, business operations, and/or project management
- Effective communicator and ability collaborate across departments and audiences
- Ensures accountability with self and others
- Can plan and prioritize to meet program and organizational goals
- Can quickly adapt to different situations, styles and stakeholders
- Focus on continuous process improvement and operational efficiency
- Can anticipate the needs and requests of multiple stakeholders
- Strong interest in minority and women owned businesses, technology, startups, entrepreneurship, and funding
- Bachelor's Degree from an accredited college or university

About The Exchange at Beverly Gray

The Exchange at Beverly Gray is the premier Business and Entrepreneur Service Organization specifically serving the underrepresented and BIPOC entrepreneurial community in Buffalo, NY. Located on East side of Buffalo, our goal is to be a conduit for business development and growth for new and existing entrepreneurs. Through our 4 Pillars Approach, we help our members solve critical problems while on their entrepreneurial and business journey. The Beverly Gray Business Exchange Center was established in honor of Beverly A. Gray, a dedicated community advocate, Council Member an entrepreneur who had a vision of innovation and economic growth for Buffalo's Eastside. Today, standing on that foundation, our goal is to empower and equip minority entrepreneurs throughout the city of Buffalo with the necessary tools needed to build sustainable, high growth businesses that not only positively impacts Buffalo's east and west side but has a state and nationwide impact as well.