STARTUP
SIOUX FALLS

100 E 6th Street, Sioux Falls, SD
startupsiouxfalls.com

NOW HIRING / FULL-TIME

Program Director

Own our founder programs from strategy through day-to-day execution.

REPORTS TO	STATUS	LOCATION
The President	Full-time, exempt	Downtown Sioux Falls

THE ROLE

A director of programs, not of people

On our small team, you'll set the strategy for every program and event we run, then do much of the hands-on work that makes them succeed: filling cohorts, building the mentor network, managing the details and reporting impact. With no direct reports, you'll lead through your teammates and own the results personally. We need someone who can **think strategically, lead collaboratively and execute independently**.

PROGRAMS YOU'LL LEAD	Roundtables & Peer Groups	Entrepreneurs-in Residence	10-Week Accelerator & Bootcamp	Growco	Pitch Night, Alumni Lunch

WHAT YOU'LL OWN

Primary Responsibilities

01

Program Strategy & Execution

Own every SSF program and event from plan to delivery. Set the strategy and budget, then run the day-to-day work: hit recruitment goals and cohort fill rates, lead the outreach that gets founders in the door, and measure outcomes.

02

Mentor & EIR Network

Recruit and engage our Entrepreneurs in Residence, mentors, facilitators, alumni and ecosystem partners, and personally handle mentor matches and facilitator scheduling so participants get real value.

03

Collaborative Leadership

With no direct reports, you'll lead by collaboration: partner with marketing, operations and communications teammates, assign and track shared tasks, and hold the work to deadlines. Keep a forward-looking calendar so everyone has time to do quality work.

04

Grants

Find and win program grants with the support of a contracted grant-writer, then manage them through budgets, compliance, timelines and reporting.

HOW YOU'LL SUPPORT THE TEAM

Operational Leadership

- Serves as an active team contributor to daily facility operations, founder hospitality, and coworking space vitality, including one on-site facility duty day per week.
- Coordinates on-site facility presence to support major program nights, ecosystem events, and critical operational coverage.
- Leads recurring Program & Event team huddles to assign tasks, align deliverables, and monitor project status.
- Supports the President and Board by participating in strategic partner meetings. Tracks program impact data to articulate each program's ROI and community impact to existing and prospective funders, sponsors, and partners.
- Executes special initiatives, data collection, impact reports, and additional duties at the direction of the President.

WHO WE'RE LOOKING FOR

What You Bring

- Four-year college degree.
- At least 2 years of program or project management experience, taking initiatives from planning through delivery.
- A record of leading through influence, moving projects to completion with people who don't report to you.
- A hands-on self-starter who executes independently, manages the details, and spots recruitment, funding and operational challenges before they become problems.
- Excellent interpersonal, written and verbal communication, and sound judgment across several projects at once.
- Comfort with Google Workspace, Slack, CRM, Zoom and AI productivity tools.
- Valid driver's license, reliable transportation, and availability for occasional evening and weekend programs.

Preferred: experience in a startup, small business or nonprofit. **Schedule:** on-site, with up to one remote day per week.

300

BY 2031

Our 300x31 vision. Measurably support 300 resilient Sioux Falls businesses to sustaining revenue and a community investment by 2031. The programs this role leads are how we get there.

Our values: Inclusive, Innovative, Collaborative, Candid, Curious

Ready to apply?

Send your resume and a short cover letter to **brienne@startupsiouxfalls.com** by **December 9**.

COMPENSATION

$70,000–$75,000

per year, plus benefits