

Job Title: Program Director

Organization: Delaware Black Chamber of Commerce

Salary: \$70,000 per year

Benefits: Full medical, dental, and vision benefits

Hours: 40 hours per week, Monday through Friday, 9:00 AM to 5:00 PM

Job Description:

The Delaware Black Chamber of Commerce is seeking a highly motivated and skilled Program Director to join our team. As the Program Director, you will be responsible for overseeing the planning, development, and execution of various programs and initiatives aimed at promoting the economic growth and development of diverse small businesses in Delaware.

Responsibilities:

- Develop and implement strategic programs and initiatives to support the growth and success of diverse small businesses in Delaware.
- Collaborate with internal teams, external partners, and stakeholders to identify needs and opportunities within the small business community.
- Plan and execute events, workshops, and training sessions to provide resources and support to diverse entrepreneurs and business owners.
- Manage program budgets, timelines, and resources to ensure successful implementation and delivery of programs.
- Conduct research and analysis to identify trends, challenges, and opportunities within the Black business community, and develop strategies to address them.
- Build and maintain relationships with key stakeholders, including government agencies, community organizations, and business leaders, to advance the Chamber's mission and objectives.
- Provide guidance, support, and mentorship to program staff and volunteers to ensure effective program delivery and impact.
- Track and evaluate program outcomes and impact and make recommendations for continuous improvement and growth.
- Seek grant funding and sponsorships to sustain programs.
- Represent the Chamber at meetings, conferences, and events to promote our programs and initiatives and build awareness and support within the community.

Qualifications:

- Bachelor's degree in business administration, economics, or a related field
- Minimum of 3-5 years of experience in program management, economic development, or related field.



- Strong understanding of the challenges and opportunities facing socially disadvantaged businesses, particularly in Delaware.
- Excellent communication, leadership, and interpersonal skills.
- Proven ability to develop and implement strategic programs and initiatives.
- Experience working with diverse stakeholders and building partnerships.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Knowledge of local, state, and federal economic development programs and resources is a plus.

If you are passionate about supporting small businesses and driving economic empowerment and growth in Delaware, please complete this [form](#) and send your resume to email@debcc.org

