



Director of Programming & Engagement | Indianapolis, IN

Governor Bob Orr Indiana Entrepreneurial Fellowship (dba Orr Fellowship)

Orr Fellowship's mission of developing the next generation of business leaders and entrepreneurs means helping extraordinary college graduates build a set of unparalleled skills and experiences. Orr Fellows launch their careers at innovative, carefully selected Indianapolis host companies and, outside of work, Fellows grow and learn alongside each other for two jam-packed years.

To learn more about Orr Fellowship, please visit orrfellowship.org.

Job Description

This is a unique full-time opportunity to impact the Indianapolis community and the lives of aspiring leaders. Reporting to the Executive Director, the Director of Programming and Engagement will provide guidance for the strategic development and management of the nonprofit, Orr Fellowship. Emphasis will be upon establishing premier curriculum elements and enhancing the experience of various organizational stakeholders. As part of an organization that is virtual in nature, the Director of Programming and Engagement will interact with the Executive Director, Fellows, host company executives, school administrators, and alumni in a variety of ways, including at least a couple days a week at a local coworking space.

This leader will initially develop deep knowledge of operations and core programs. As a result of the organization's ongoing two-year turnover, the Director of Programming and Engagement will contribute to long term structure and consistency. While most job duties will take place during traditional working hours, there will be variable times of responsibility ranging from early mornings to early evenings, with occasional weekend events. Flexible schedule commitments will include (but are not limited to) Fellow monthly meetings, quarterly Board meetings, various Fellow committee meetings, professional development workshops, and miscellaneous interactions with host company executives, school administrators, and Orr Fellowship alumni.

Job Requirements

Primary Responsibilities

- Oversee Fellow curriculum and individual professional development, and strive for continuous quality improvement in all aspects of program operations
- Initiate and grow relationships with multiple sectors including businesses, nonprofits, academia, civic organizations, and Orr Fellowship alumni

Additional Responsibilities

- Demonstrate effective organizational management (ability to coach, manage, and develop high-performance teams, and set and achieve strategic objectives)
- Develop and maintain processes and documentation for year-over-year program transition
- Maintain up-to-date records of Fellowship host company and Fellowship alumni contact information
- Participate in various annual Fellow recruitment activities
- Oversee the planning and execution of networking-style events

Qualifications & Skills

- Bachelor's degree and significant related work/leadership experience required
- Stakeholder centricity: Ability to empathetically listen, consider, and respond to the needs of various stakeholders, including Fellows, Board members, host company executives, and outside partners; ability to build relationships and effectively collaborate with diverse groups of people
- Strategic thinker: Expertise in leading and scaling an outcomes-based organization and staff and in developing and executing strategies that grow an organization
- Innovative attitude: Motivated team player able to engage and inspire others; demonstrated experience presenting bold ideas
- Data analytics: Ability to overlay data from multiple sources, analyze trends, and make data-driven, informed decisions
- Technical proficiency: Familiarity with CRM, G-Suite, and Excel
- Ability to multi-task and prioritize in a fast-paced atmosphere with little supervision
- Excellent oral and written communication skills; demonstrate a critical eye for detail

Candidate screening and interviewing are in progress. Please apply at orrfellowship.org/careers.