

GREATER CLEVELAND PARTNERSHIP POSITION DESCRIPTION

POSITION TITLE: Director, Mergers, Acquisitions and Partnerships (MAP) Lab

DIVISION: Equity & Inclusion

REPORTS TO: Vice President, Minority Business Growth Initiatives

FLSA CLASSIFICATION: Exempt

POSITION SUMMARY:

The Director, MAP Lab is responsible for overseeing the day-to-day functions of the MAP Lab. This includes but is not limited to identifying participants who want to sell or buy a business, preparing MAP Lab summaries for committee members, and facilitating monthly meetings. The Director will also provide program and project management support to the Ohio Minority Business Development Agency (MBDA) with direction from the VP, of Minority Business Growth Initiatives. The Director directly supports the Inclusive Opportunity strategy of increasing the number of minority-owned businesses generating over \$5M in annual revenues. Additional components of this role include customer service; effective communication with internal and external partners and managing volunteer leaders and GCP members. The Director will work closely with internal and external stakeholders across the organization and partnerships to accomplish this work.

MAP (Mergers, Acquisitions and Partnerships) Lab is an initiative that will help scale minority-owned businesses through mergers, acquisitions, partnerships, and franchise transactions. The intent is to identify and institute effective support processes that will reduce barriers for minority businesses.

ESSENTIAL FUNCTIONS:

- Manage day-to-day operations of MAP Lab and other minority business growth initiatives, including administering to partners statewide, nationally, and chambers.
- Manage deal flow, lead research, provide financial analysis of potential MAP Lab participant's deals.
- Create and develop summaries of MAP Lab companies that include data reports, presentations, visualizations, and dashboards for internal and external stakeholders.
- Manage monthly MAP Lab committee meetings, including the presentation of current deal flow, financial analysis, and project narrative, etc.
- Lead presentations to internal and external partners on the MAP Lab and other topics as assigned.
- Regularly review and validate data for consistency and completeness to ensure reliable reporting.
- Assist with program and project management that supports the Ohio MBDA Business Center
- Additional ad hoc reporting, special project, and duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related fields such as (e.g., finance, business management, economics) required.
- 3 – 5 years of financial management or program management experience preferred
- 3 – 5 years of Mergers & Acquisitions (M&A) experience preferred

- Ability to research, collect, and validate data for analysis.
- Ethical data representation, analysis, and reporting
- Foundational understanding of project management
- Prior use of customer relationship management databases (e.g., Salesforce, Access or similar)
- Excellent customer service with a wide variety of stakeholders, executives, and volunteer leaders

REQUIRED SKILLS:

- Intermediate-to-high level of proficiency in Microsoft Office Suite, especially Microsoft Excel and PowerPoint
- Excellent organizational skills with the ability to multitask and be adaptable.
- Strong attention to detail and the ability to perform tasks with a high degree of accuracy.
- Proficiency in time management: responsive to last-minute requests and able to meet deadlines.
- Excellent written/oral communication
- Ability to navigate communication across many organizations and diverse stakeholders.
- Process-oriented with the ability to work in a continuously evolving work environment.
- Capacity to generate ideas, initiate, create a plan, and follow through on projects independently.

PHYSICAL REQUIREMENTS

- May be required to work more than 8 hours during a workday.
- Sitting for long periods of time
- Limited travel/driving
- Significant manual dexterity for keying in data for long periods of time

SCHEDULING REQUIREMENTS

- Must be available during standard business hours.
- Must be available to work occasional off-hours.
- Incumbent has the flexibility to schedule activities.
- Aspects of this position may be performed from a remote location with the approval of supervisor.

ABOUT GREATER CLEVELAND PARTNERSHIP'S EQUITY & INCLUSION DEPARTMENT

Greater Cleveland Partnership's Equity & Inclusion Team works to close the racial disparities in jobs, income, and wealth, by growing businesses owned by people of color and increasing workforce diversity, equity, and inclusion. Ultimately, this work is fueled by the belief that businesses and the region are stronger with greater racial equity. GCP's E&I Team implements high-quality initiatives, workshops, conferences, and consulting to accomplish its goals. Clients include senior executives, chief procurement officers, diversity and human resource professionals, small and minority-owned businesses, and local and national foundations and economic development organizations.