



# Tribe.



## OPPORTUNITY BRIEF

### Startup Services Lead

# STATEMENT OF INTENTION

We are a **passionate, adaptable** team who are contributing to a more inclusive, diverse, equitable and accessible entrepreneurship & innovation ecosystem a reality.

Our belief is that a strong **commitment to diversity, equity and inclusion** enables us to truly make economic opportunity a reality for everyone.

We strongly encourage applications from Black, racialized and Indigenous /Mi'kmaq Peoples, newcomers to Canada, people with disabilities and people from gender and sexually diverse communities and/or people with intersectional identities. If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns. As an organization led by People of Colour, and committed to co-creation of opportunities with racialized communities, preference for this role will be given to applicants who identify with a marginalized group.

We are dedicated to adding new perspectives to our team and encourage you to apply if your experience is close to what we are looking for.

We are committed to treating all applicants fairly and accommodating those with disabilities at any stage of the hiring process.



# ABOUT TRIBE NETWORK

Tribe Network is a social enterprise — building Canada's BIPOC Entrepreneurship & Innovation Hub — we work with entrepreneurs, leaders, and companies to co-create a more inclusive entrepreneurship & innovation community.

We know that for far too long, Black, Indigenous and People of Colour have lacked access to relevant networks, capital or opportunities to generate wealth.

We believe Black, Indigenous and People of Colour need to access relevant networks, opportunities and markets to succeed and thrive in the global world.



## THIS MOMENT, THIS POSITION

Launched earlier this year, Tribe Network is experiencing an exciting period of exponential growth - in organizational capacity, community partnerships, robust program launches and intended impact within the Black, Indigenous and People of Colour entrepreneurship community.

To meaningfully build an inclusive innovation and entrepreneurship hub we are seeking a dynamic and culturally aware critical thinker to join our early-stage organization as Startup Services Lead. This person is motivated by the opportunity to creatively build processes and systems from the ground up. They have exceptional communication skills and love to think big. As a key member of the team, they will be the go-to for prospective entrepreneurs of colour, and partners who want to get involved with our entrepreneurial programming and initiatives. As a key member of the team, you will work closely with the Tribe team to ensure that entrepreneurs historically excluded from opportunity, have the support they need to take their business to the next level.

# POSITION RESPONSIBILITIES

## *Entrepreneur & Partner Support*

- Be our main point of contact and the face with new startups and partners, responsible for building out longer-term relationships with our startup partners.
- Work proactively with new and prospective partners and startups to build meaningful and durable revenue-generating relationships with their key stakeholders from a variety of verticals, including various government agencies.
- Develop and execute partner experience with ecosystem partners.
- Recruitment, assessment and onboarding of entrepreneurs into our programs.
- Act as a thought partner to prospective startups to educate, consult, and work strategically to develop their scaling plans and find funding mechanisms within the market.

## *Program Development*

- Strategically navigate the market's unique landscape; research, roadmap, and use your strong analytical skills to build compelling, data-driven business cases for our services.
- Lead industry mapping to understand the relevant market, product, and pricing trends, and turn key insights into actionable recommendations for growth strategy.
- Develop a mentoring program that will be instrumental in the delivery of our programs and initiatives.

Love what you do.  
Do what you love.

Be an inclusive leader.  
Lead from all sides.

Change the system.  
Challenge the status quo.

Value the power of the  
community.  
Collective Action.



# EDUCATION & EXPERIENCE

- Experience working in a field relating to Entrepreneurship, Business, Innovation OR working with or within Startups
- Experience developing longer-term relationships with clients and partners
- Excellent written and verbal communication and presentation skills
- Experience navigating stakeholders and partnerships
- Ability to work as a team member, as well as independently
- Comfortable navigating technology (E.g. G-Suite, CRMs, Canva, Slack, Active Campaigns...etc)
- Loves working in a fast-paced, constantly changing environment. This is someone who isn't afraid of change and can thrive in it.
- Strong organizational skills, ability to multitask effectively, and strong attention to detail
- Strong analytical abilities to assess entrepreneurs

## *Skills that would be a bonus*

- Fluent in English and French is an asset (Written & Spoken)
- Experience working with an entrepreneurial centre, incubators, accelerators, or innovation hub



## ***THE PACKAGE***

Salary: \$50-60,000 / year  
Full-time position

Benefits package  
Paid vacation time  
Atlantic Canada (remote work)

## AS THE IDEAL CANDIDATE:

Is a natural listener and coach, with strong knowledge of the entrepreneurship ecosystem, and can apply an analytical and solutions-oriented lens when supporting others on their journey to successful business. You are eager to contribute to inclusive economic development and are not afraid to continuously learn of, understand and address the social and economic needs of Black and racialized entrepreneurs. You thrive in a creative capacity and can recognize new and innovative ways of delivering service-to-others programming, and meaningfully reaching community members.

You may align with this opportunity if you are deeply driven to impact and contribute to the success of racialized peers. You thrive in a fast-paced start-up environment that is constantly experiencing change and growth. You are not afraid to bring your full self to work and know that your varying perspectives and lived experiences add intrinsic value to a diverse team.



### APPLICATION DETAILS

Apply now by [Clicking Here!](#)

Applications will be accepted until 12pm on January 7, 2021.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality. Don't be generic, be yourself.

### WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone discovery call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you as a human.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 Tribe Network representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.