

**BERMUDA ECONOMIC DEVELOPMENT**  
**CORPORATION (BEDC)**  
**JOB DESCRIPTION FOR ENTERPRISE BERMUDA**  
**INCUBATOR (EBI)**  
**-INCUBATION LEAD-**

The EBI programme, now in its 5<sup>th</sup> year, is a twelve-month incubation programme designed to support local start-up entrepreneurs with the development of their start-up businesses. The programme focuses on walking participants through an in-depth immersive development experience, which ensures the entrepreneurs get beyond the idea stage and start to bring their businesses to fruition. Successful accepted CEOs will receive support with analysing and refining their business idea, so they can best determine if it will work in, and beyond, the Bermuda market. They will also receive physical space to incubate their start-up. Since inception, 23 start-ups have successfully completed the programme.

Given the expansion of the programme in 2022 to 3 additional incubator hubs, the Bermuda Economic Development Corporation is seeking a Part-Time consultant or consultant firm to manage and support EBI start-up CEOs from intake to completion of BEDC's structured incubator programme developed in partnership with The Accelerator Centre in Canada.

This includes connecting EBI start-ups with external business mentors and entrepreneurial experts, running EBI programming events, assisting EBI start-ups with setting business goals and achieving milestones, providing coaching, mentoring, and business advisory services to EBI start-ups, and conducting regular check-ins to ensure that EBI start-ups' needs are being met.

The EBI Incubation Lead is responsible for day-to-day program management supporting the growth of start-Up companies accepted into the Incubator programme and housed at one of our four Incubator Hub locations across Bermuda.

This position will play a critical role in building strong relationships with and advocating for our start-ups' success. We do this by ensuring that start-up, visitor, and partner satisfaction are always a top priority and ensuring that each of the 4 Incubator Hubs, located in the main Hamilton HQ, the Somerset EEZ, the St. George's EEZ, and the NE Hamilton EEZ (workspaces, meeting rooms, and common areas), is well-maintained.

As the lead point of contact for our start-ups, this role is critical for setting entrepreneurs culture, administering our Incubator programs, and making pivotal recommendations for programming improvements and event coordination to engage the entrepreneurial ecosystem in a meaningful and impactful way.

The Incubation Lead is a Consultant of BEDC and will be responsible for submitting all mandatory government obligations which are taxable.

The Incubation Lead works under the direction of BEDC's Executive Director and in partnership with BEDC's Director of Communication and Development (DCD) and BEDC's Director of Micro, Small & Medium Enterprises (DMSME) of the Bermuda Economic Development Corporation and in accordance with the Bermuda Economic Development Corporation Act 1980, and the Corporation's policies and procedures.

**TITLE: INCUBATION LEAD**

**DURATION:** Monday April 18, 2022 – Sunday April 16, 2023  
**REMUNERATION:** Negotiable

The Incubation Lead will have the following responsibilities:

1. Dedicating a minimum of 3½ hours per week per location to physically be in each of the 4 incubator hub locations to support the Start-up CEOs. The remaining hours dedicated to supporting other aspects of the programme.
2. Build strong working relationships with and advocate for start-up CEOs and encouraging their success. To do this, utilize internal client tracking processes to update and monitor start-ups' activity and engagement.
3. Grow BEDC's EBI portfolio by helping to recruit start-ups, screen applications, conduct interviews, and, secure new start-ups (including the contracting process). These efforts include attending events, working with community partners, and using the Incubator Pro management platform and Google forms.
4. Management of the delivery and progress tracking of all BEDC EBI programming working with our Communication & Development (CD) and Micro, Small & Medium Enterprise (MSME) Units, start-ups, mentors, graduates, alumni, and academic partners.
5. Ensure program results and targets are met, including but not limited to intake, coordination around onboarding, structure (meetings/milestones/updates from team), budget, and ensuring client reporting is complete. In addition: ensuring that resources (e.g. incubator hubs) for program delivery are maintained/available for the start-ups' use.
6. Manage start-up engagement across our in-house programs, including assisting in setting start-ups program milestones, having a fulsome view of start-ups progress, and communicating required action items with the BEDC team and mentor groups.
7. Ensuring timely collection, aggregation, and analysis of client and program metrics to monitor key portfolio outcomes.
8. Work with the CD Unit to develop and implement an EBI communication strategy.
9. Provide mentorship and guidance to EBI CEOs in cooperation with MSME Unit Officers.
10. Work with the CD and MSME Units on current and future start-ups space planning for all 4 EBI incubator hub locations.

**Educational and Experience Requirements:**

The successful consultant/consultant firm must possess a university degree in business, business management, operations, event management, related discipline, or equivalent business experience or equivalent experience executing complex programs. Must have demonstrated experience in client-facing roles, managing a team, and implementing programming. Must have successful entrepreneurial experience.

A minimum of at least five (5) years of relevant experience is required for this engagement

**Additional Information:**

The successful consultant/consultant firm must be capable of working collaboratively with a team of professional/technical directors, officers, and stakeholders of diverse backgrounds and possess strong interpersonal and leadership skills. The successful consultant/consultant firm will possess demonstrated strong written and verbal communication and organizational skills. Strong computing skills particularly with MS Office Suite of programmes are required. The successful consultant/consultant firm will be detail and process-oriented and comfortable managing multiple projects and competing priorities. Experience in sales, sales pipeline management, and CRM systems are assets.