



The Enterprise Bermuda Incubator (EBI) programme, now in its 5th year, is a twelve-month incubation programme designed to support local start-up entrepreneurs with the development of their start-up businesses. 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.

TITLE: INCUBATION LEAD
DURATION: Monday April 18, 2022 – Sunday April 16, 2023

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. 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.

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.

• FULL JOB DESCRIPTION CAN BE FOUND AT WWW.BEDC.BM

Please submit a resume and cover letter by the deadline of 5 pm Friday, April 8, 2022. Please send emails to BEDC Administrative Officer, Ms. Valita Brown at vbrown@bedc.bm. Alternatively, applications can be dropped off to BEDC, Sofia House, #48 Church Street, 1st Floor, Hamilton HM 12. Covid-19 physical distancing and health and safety protocols are in place for all dropped off applications.