

Free Enterprise and Entrepreneurship Program Manager

BURTON D. MORGAN FOUNDATION

Burton D. Morgan Foundation is a private foundation based in Northeast Ohio dedicated to advancing the principles of free enterprise and entrepreneurship. Established in 1967 by the visionary entrepreneur and philanthropist Burt Morgan, the Foundation's mission is to strengthen free enterprise by investing in people and entities that embody the entrepreneurial spirit. Through a combination of innovative programs, purposeful partnerships, and strategic grantmaking, the Foundation nurtures entrepreneurs of diverse ages and stages:

- **FREE ENTERPRISE EDUCATION AND ENTREPRENEURSHIP SKILLBUILDING** – The Foundation supports free enterprise and entrepreneurship education.
- **EDUCATION AND SUPPORT FOR STARTUP AND SECOND STAGE ENTREPRENEURS** – The Foundation impacts startup and second stage entrepreneurial companies through education, skill building, and capacity building.
- **FUNDING FOR ENTREPRENEURS** – Morgan Foundation aims to empower entrepreneurs with access to capital and other needed resources.

Description of Position: The Free Enterprise and Entrepreneurship Program Manager is a cross-functional team member who will provide support and program leadership to advance the Foundation's strategic grantmaking and programmatic initiatives that strengthen free enterprise and grow businesses in Northeast Ohio.

Within this broader strategy, the Free Enterprise and Entrepreneurship Program Manager will take primary responsibility for leading the Foundation's free enterprise work. This includes advancing efforts that illustrate what free enterprise is; why it matters; and how individuals, businesses, and organizations participate in this system. Currently this takes the form of a speaker series that covers an array of topics that intersect with free enterprise. This portfolio is expected to take shape over time, and the Free Enterprise and Entrepreneurship Program Manager will use feedback from surveys and individual research to propose activities, programs, and strategic partners that will support the refinement of the portfolio, and its growth. Over time, and depending on organizational priorities and individual strengths, the role may expand to include leadership of additional strategic efforts. These might include BASE Roundtables, NEOLaunchNET, Morgan Startup Grants, and/or other offerings.

This role involves frequent engagement with a wide range of people, including fellow team members, entrepreneurs, venture capitalists, educators, nonprofit leaders, and peer funders. This person should be able to draw upon their own lived or professional experiences, including any past work in entrepreneurship, philanthropy, and/or facilitating programs, to connect authentically and offer practical guidance when called upon. When faced with uncertainty, the ideal candidate is willing to think through possible solutions and ask for help – from both team members and potentially partners.

The Free Enterprise and Entrepreneurship Program Manager is expected to take a data-driven, learning-oriented approach to program implementation and development. This includes gathering feedback directly from program participants (e.g., entrepreneurs) and partners to evaluate existing programs and surface new opportunities that help strengthen free enterprise and support entrepreneurial growth. The Free Enterprise and Entrepreneurship Program Manager will use tools such as surveys, informal conversations, and stakeholder interviews to better understand free enterprise issues and the real-world

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experiences and needs of business owners. By doing so, they will help ensure that the Foundation's offerings remain responsive, relevant, and impactful. A strong candidate will not only track and report on outcomes but also help translate feedback into meaningful program improvements or pilot ideas.

Duties/Responsibilities:

Primary Area: Free Enterprise Leadership (~40%)

- Serve as the Foundation's lead for free enterprise-related initiatives.
- Advance public understanding of free enterprise by helping to lift up narratives, educational efforts, and partnerships that explain its value and real-world relevance.
- Coordinate grantmaking, outreach, and collaboration related to free enterprise education and awareness.
- Coordinate with staff on event listings and promotion to ensure consistent voice and messaging.
- Partner with educators, nonprofits, and ecosystem stakeholders to build a shared understanding of how people and institutions participate in the free enterprise system.
- Help shape and share stories, resources, and learnings that articulate the Foundation's approach to this work.

Strategic Programs, Grantmaking, Portfolio Management & Support (~40%)

- Provide flexible support where it is most needed, providing a high level of follow-through and attention to detail
- Ensure that projects are well-organized and deadlines are met.
- Support the development, review, and monitoring of grants across all strategic focus areas, as assigned.
- Maintain accurate records in grant and CRM systems, track deadlines, deliverables, and reporting requirements.
- Draft components of grant materials and assist in preparing recommendations for board review.
- Track data and metrics across projects to inform decision-making.
- Assist with meeting preparation, scheduling, and other logistical support as needed.

Ecosystem Engagement (~20%)

- Support efforts to build and strengthen entrepreneurial ecosystems, including coordination with partners, participation in meetings, and logistical support for events or convenings.
- Conduct research and mapping to identify potential partners, gaps, and opportunities.
- Represent the Foundation professionally in external interactions with grantees and stakeholders.

Requirements & Qualifications:

- Degree in business, economics, finance, law, marketing, engineering, or other related degree
- 5-10 years of related experience in entrepreneurial organizations
- Demonstrated experience in and commitment to the free enterprise system, including but not limited to what it is, why it is important, and how one can participate in it

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- Experience in starting, scaling, and/or growing a startup or small business desired but not required
- Familiarity with both for-profit (startup, scaleup, and big business) and nonprofit organizations desired but not required
- Familiarity with implementing business operating systems (e.g., Entrepreneurial Operating System “EOS,” ScaleUp, etc.) desired but not required
- Exposure to or experience teaching entrepreneurship, economics, or free enterprise programming desired but not required
- Experience supporting cross-functional projects, grantmaking, or ecosystem-building efforts
- Life-long learner, growth mindset oriented, and systems thinking with continuous professional development
- Entrepreneurial mindset with a resourceful, can-do approach
- Strong leadership and management skills
- Strong interpersonal skills, including excellent written, verbal, and communication skills
- Extremely well-organized, detail-oriented, self-motivated, and flexible
- Confident working across multiple platforms and systems (e.g., Microsoft Office, Salesforce, or other CRMs) and using different tools (e.g., Canva) and an ability to learn new systems/programs, as necessary, like large language models (e.g., Perplexity, ChatGPT, etc.)
- Comfortable juggling multiple deadlines and projects
- Able to gather and synthesize information to support decision-making
- Highly motivated, proactive, collaborative, and eager to contribute where needed
- Ability to work independently with a capacity to work under pressure and meet deadlines
- A sense of humor and a willingness to learn on the job

Essential Physical Functions of Position:

- Desk and computer work
- Some regional and potential overnight travel
- Some after-hours event attendance

Compensation and Work Environment

- This is a full-time position with an expected salary between \$85,000-100,000
- It is anticipated that this role would be mostly in-person with some remote work opportunities
- Benefits include paid holidays and vacation, 401k match, health and prescription insurance, life insurance, short-term and long-term disability insurance, dental, and vision, as eligible
- Burton D. Morgan is an equal opportunity employer
- Reports to the Senior Program Officer

HIRING PROCESS AND TIMELINE

Applicants should apply via email to admin@bdmorganfdn.org using the subject line “Free Enterprise Entrepreneurship Program Manager.” Please include your name and contact information on any attachments. Application packages should include: (1) a brief letter of introduction sharing who you are, why you are interested in this role, and why you are passionate about our mission; and (2) a resume, including a description of relevant and concrete work you have done that would support your success on the team.

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Applications are due by March 13, 2026. The position would ideally start in May 2026.