



# CROSSPURPOSE

## Change Agency Director 2025 Job Description

### **Scope and Position Responsibilities:**

The Change Agency Director is a pivotal leadership role responsible for overseeing and managing the Change Agent program, an Entrepreneurial Incubator designed to support graduates of the Legacy Fellowship Financial Wellness course. These graduates, also known as Fellows, have chosen to pursue wealth-building through entrepreneurship. The Director will lead a team of Coaches to guide Fellows in developing business plans, fostering an entrepreneurial mindset, preparing for financial needs, and successfully pitching their businesses to potential investors. This role is critical to CrossPurpose's mission of empowering individuals to break the cycle of poverty by creating sustainable, wealth-building pathways.

**Department:** Legacy Fellowship

Supervisor: Chief Alumni Officer

Direct Reports: 3+

Indirect Reports: 0

### **Key Responsibilities:**

- Lead, manage, and develop the Change Agent program, ensuring alignment with CrossPurpose's vision and goals.
- Oversee the daily operations of the Entrepreneurial Incubator, ensuring a high standard of support and mentorship for Fellows.
- Develop program strategy and OKRs (Objectives and Key Results) to measure success and impact.
- Foster a culture of innovation, accountability, and success within the program, continually evolving the offering to meet the needs of the participants.
- Lead, mentor, and support a team of Coaches, ensuring they are equipped with the tools and resources to effectively guide Fellows.
- Provide regular training and professional development opportunities for Coaches, ensuring they have the latest knowledge in entrepreneurship, financial management, and business planning.
- Monitor the progress of Fellows through regular team meetings and individual coaching sessions, ensuring milestones are met.
- Develop and oversee curriculum and workshops on business plan development, entrepreneurial mindset, financial planning, and pitching to investors.
- Facilitate relationships between Fellows and external partners, including financial institutions, investors, and industry experts.



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- Collaborate with the Chief Alumni Officer and other key stakeholders to ensure the program aligns with overall alumni engagement and long-term organizational goals.
- Engage previous change agents and provide support in developing ongoing support for agents.
- Build and maintain relationships with potential investors, partners, and local business leaders to create opportunities for Fellows to secure funding and support.
- Represent the Change Agent program at community events, networking opportunities, and public speaking engagements to increase visibility and impact.
- Manage the program's budget, ensuring efficient use of resources to support program sustainability and growth.
- Identify and pursue funding opportunities, including grants, sponsorships, and donations, to expand the program's capacity.
- Oversee the allocation of financial resources to support Fellows in securing necessary capital for their businesses.
- Track and report on program outcomes, including business launch success rates, funding secured, and long-term Fellow success.
- Provide regular reports to the Chief Alumni Officer and other leadership, detailing program progress, challenges, and recommendations for improvement.

## **Qualifications:**

- Bachelor's degree in business administration, entrepreneurship, or related field (Master's degree preferred).
- Minimum of 5-7 years of experience in business development, entrepreneurial coaching, or program management.
- Proven experience in leading and managing teams, with strong leadership and coaching abilities.
- Strong understanding of entrepreneurship, including business planning, financial management, and investor relations.
- Excellent communication and networking skills, with the ability to engage and inspire diverse stakeholders.
- Experience in nonprofit or faith-based organizations is a plus.
- Deep passion for the CrossPurpose mission and values.

## **Hours, Compensation, and Benefits:**

- **Hours:** 40+ hours/week: Monday - Friday 8:00 am - 5:00 pm, occasional other hours as scheduled, including Tuesday Nights for Change Agency meetings.
- **Salary/Wage:** \$95,000 - \$114,000 Annually (Director III)
- **Performance Bonus:** Up to 5% of salary
- **Vacation Days:** 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties
- **Sick Days:** 6 days per year
- **Insurance Benefits:** Health, dental, vision, worker's compensation, unemployment, short-term disability, long-term disability