



JOB TITLE: Business Navigator

LOCATION: Think Big Business Minority Accelerator at the Provenzano Center

REPORTS TO: Program Director

EMPLOYMENT TYPE: Full-Time

SALARY RANGE: \$42,000 - \$55,000 annually

ABOUT THINK BIG CORPORATION

Think Big Corporation exists to empower entrepreneurs, ignite economic opportunity, and foster leadership in underserved communities. As a hub for innovation, education, and entrepreneurial growth, we are building a powerful ecosystem where individuals and small businesses thrive.

POSITION OVERVIEW:

The Business Navigator serves as a key connector and resource within the Think Big CEJA Contractor Hub. This role is responsible for developing, coordinating, and implementing programs that empower entrepreneurs, contractors, and small business owners to grow and thrive. The Business Navigator designs and facilitates workshops, training sessions, mentorship opportunities, and networking events that align with Think Big's mission to strengthen minority- and women-owned businesses. Working collaboratively with entrepreneurs, local partners, and government agencies, the Business Navigator identifies challenges, builds capacity, and develops strategies that support business development, workforce readiness, and long-term sustainability.

ROLES AND RESPONSIBILITIES:

- Coordinate and implement business development programming, including workshops, training initiatives, and networking sessions.
- Provide one-on-one business navigation, advising, and technical assistance to entrepreneurs and contractors.
- Connect clients with local, regional, and state-level resources that support business growth and CEJA-related opportunities.
- Manage outreach, recruitment, and participant intake processes.
- Facilitate information sessions, mentorship programs, and professional development events that strengthen business and contractor capacity.
- Promote Think Big and CEJA programs to minority, women, and disadvantaged business communities, to established entrepreneurs.
- Ensure participants receive access to business and financial support services that enhance their ability to grow and scale.
- Collaborate with Think Big staff, partners, government agencies, and community stakeholders to advance economic development initiatives.
- Serve as a liaison between contractors and relevant organizations, government bodies, and financial institutions to expand available resources.
- Track and report participant engagement, business growth metrics, and program outcomes.

- Maintain accurate records, documentation, reports for funders and internal review.
- Monitor industry trends, strategies, and technologies relevant to entrepreneurship and contracting.
- Support marketing and outreach efforts to increase visibility and participation in Think Big and CEJA programming.
- Manage program budgets and prepare reports on effectiveness, performance, and impact.

QUALIFICATIONS:

- Bachelor's degree in Business, Economic Development, Public Administration, or related field (or equivalent experience).
- Minimum of 3 years of experience in business development, entrepreneurship support, or program coordination.
- Strong knowledge of small business operations, contracting, and economic development principles.
- Excellent communication, facilitation, and relationship-building skills.
- Demonstrated ability to work collaboratively with diverse communities and stakeholders.
- Strong organizational and project management skills, with attention to detail and follow-through.
- Familiarity with local entrepreneurial resources and networks can be beneficial.
- A keen passion for entrepreneurship and an understanding of the unique challenges that entrepreneurs face.
- Proficiency in Microsoft Office, Google Workspace, and basic data tracking/reporting tools.

Preferred Qualifications

- Experience working with minority and women owned businesses, or in workforce development or contractor development.
- Familiarity with CEJA (Climate and Equitable Jobs Act) programs or clean energy industry opportunities.
- Bilingual abilities (English/Spanish) preferred but not required.

WHY JOIN THINK BIG?

- Be part of an organization transforming lives through entrepreneurship, equity, and empowerment
- Work in a collaborative, mission-driven culture that values leadership, ownership, and community
- Gain exposure to high-level decision-making, innovation, and strategic execution
- Help build a stronger economic future for Rockford and beyond

ADDITIONAL NOTES

This is a full-time position and may include occasional evening or weekend hours to support program activities or reporting deadlines. The role may evolve as Think Big continues to grow its entrepreneurial and community-based initiatives.