



**BANK OF INDUSTRY**  
*...transforming /Nigeria's industrial sector.*

## **JOB DESCRIPTION**

### **A. JOB ROLE: HUB MANAGER, ICAN-BOI HUB**

### **B. JOB PURPOSE**

The Hub Manager holds ultimate responsibility for managing the operations of the hub to achieve its strategic objectives.

### **C. KEY ACCOUNTABILITIES**

#### Strategy Implementation

- Provide strategic direction and leadership in the management of the Hub
- Oversee the preparation of the annual program calendar and ensure effective implementation
- Manage the day-to-day operations of the hub and ensure efficient management of resources
- Develop and maintain relationships with internal and external stakeholder groups and partners
- Oversee the management of the program key stakeholder databases for speakers, moderators, mentors and facilitators for the hub's programs.
- Prepare periodic management reports and presentations for the Board of Directors

#### Business Development

- Plan and execute marketing operations in line with the company budget and growth plans so as to achieve the set revenue targets for the hub.
- Attract new members to the hub by providing a supportive environment for entrepreneurs and innovators; and developing programs to engage and promote creative, innovative ideas.
- Build and grow a membership network for the co-working spaces and create a collaborative environment amongst hub members through events and activities e.g. tech meet-ups, hackathons, pitch sessions, entrepreneurship programs, seminars, conferences etc.
- Coordinate funding, sponsorships and grant seeking activities
- Identify partnership opportunities for new business development; and lead the execution from initiating contacts, securing appointments, developing proposals, making presentations and negotiating business deal points to contract completion
- Work with the digital marketing team to implement social media & communication campaigns to align with marketing strategies; develop content calendar and ensure regular update
- Ensure customer satisfaction by providing competitive and quality trainings and program delivery
- Attend seminars, conferences and events where appropriate for networking purposes and business development.
- Supervise the activities of the Hub staff; enabling them to meet their objectives by providing them with appropriate information, tools, market intelligence and marketing materials.

#### Others:

- Other duties as assigned by the management team

### **D. ORGANISATIONAL RELATIONSHIPS**

Directly Reports to: Board of Directors/Hub Steering Committee

Directly Supervises: Hub Officers

## **E. EDUCATION AND EXPERIENCE**

Education: First degree in any discipline

Experience: Minimum of 5 years' experience in a similar role in a credible company

## **F. KEY COMPETENCY REQUIREMENTS**

- Excellent leadership and influencing skills
- Entrepreneurship spirit with a can-do attitude
- Deep market knowledge and operations of hub operations with focus on entrepreneurship management, capacity building and training programs
- Deep understanding of marketing principles
- Strategic and Analytical thinking
- Strong communication and interpersonal skills

## **G. KEY PERFORMANCE INDICATORS**

- Achievement of annual strategic objectives.
- Completeness and timeliness of annual program calendars, plans and budgets.
- Revenue generation including fundraising and grants
- Relationship Management with key partners and stakeholders as are relevant to the role.
- Measurable impact of successful programs on key areas with proper documentation thereafter.
- Membership growth and engagement.

## **H. APPLICATION PROCESS:**

Qualified candidates should submit their CVs to [recruitment@ican.org.ng](mailto:recruitment@ican.org.ng) on or before **Friday 29th April, 2022**