Job Description

Position: Program Director, EpicenterU

Location: Memphis, Tennessee; Jonesboro, Arkansas

Salary: $75,000 plus benefits

Reports To: Director of Programs

About Epicenter Memphis:

Epicenter Memphis is a leading entrepreneurial service organization dedicated to fostering high-growth, innovative, tech-based companies in the Greater Memphis Region. We are committed to creating a thriving ecosystem for tech startups, driving innovation, and supporting the growth of high-potential companies.

Position Summary:

Epicenter is seeking a Program Director for EpicenterU, a flagship entrepreneurship education initiative delivered in partnership with colleges and universities across the Mid-South. This role is responsible for coordinating institutional partnerships, delivering curriculum, managing instructors and contractors, and guiding student founders from early exposure through fellowship-level venture development.

The Program Director will play a central role in shaping how EpicenterU is delivered, scaled, and sustained—serving as both a program operator and a visible ambassador for Epicenter within higher-education environments. This is a hands-on leadership role ideal for someone who understands entrepreneurship firsthand and is energized by teaching, mentoring, and ecosystem building.

This role is central to Epicenter's long-term strategy to build a regional pipeline of innovation-driven founders. The Program Director will have meaningful autonomy, high visibility with partners and funders, and the opportunity to shape a program funded through 2029 with real growth potential beyond.

Key Responsibilities:

Program Delivery & Coordination (2026–2027)

- Coordinate with partner colleges and universities to ensure successful delivery of EpicenterU.
- Collaborate with the Director of Programs to align curriculum with institutional needs and student populations.
- Deliver EpicenterU curriculum in Jonesboro, Arkansas, including:
    - Presentations and lectures
    - Facilitated class discussions
    - Hands-on workshops
    - Coordination and hosting of guest speakers
- Represent Epicenter at on-campus and community events at partner institutions.
- Oversee delivery of EpicenterU at a second pilot location, potentially through contracted instructors or partners.

- Manage contractors or facilitators supporting program delivery, as applicable.
- Work with Epicenter's data team to ensure accurate data collection, reporting, and funder compliance.
- Design and manage the EpicenterU Fellowship application and selection process, selecting five fellows per pilot site for the next phase.

Fellowship & Venture Support (2027 and Beyond)

- Manage the EpicenterU Fellowship program.
- Support fellows as they develop milestone-based business plans.
- Coordinate connections between fellows and Epicenter's Entrepreneurs-in-Residence (EIRs).
- Meet regularly with fellows to provide guidance, feedback, and accountability.
- Plan and execute on-campus events with partner institutions to showcase fellows and their ventures.
- Manage annual application and selection processes for new fellowship cohorts.

Qualifications:

Required:

- Master's degree and/or substantial direct experience in entrepreneurship.
- Experience as a founder, co-founder, or early employee at a startup.
- Strong facilitation and presentation skills.
- Comfort explaining entrepreneurial concepts to young adults and early-stage founders.
- Excellent written and verbal communication skills.
- Ability to manage multiple stakeholders across institutions, contractors, and internal teams.
- Willingness and ability to travel regularly, especially during Year 1.

Preferred:

- Experience working with colleges or universities.
- Program management experience in education, entrepreneurship, or workforce development.
- Familiarity with fellowship or accelerator models.

Application Process:

Interested candidates should submit their resume, cover letter, and references to **careers@epicentermemphis.org** by February 15, 2026. Epicenter Memphis is an equal opportunity employer and encourages applications from candidates of all backgrounds. It is our preference that your cover letter reflects your own voice and not be generated by AI tools like ChatGPT.

Join us in driving innovation and supporting the growth of high-potential tech companies in the Greater Memphis Region!