



The Business Cohort Senior Associate

Qualifications for employment with Watermark CDC include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark Community Church or willing to become one.

JOB TITLE: The Business Cohort Senior Associate

FLSA STATUS: Exempt

ORGANIZATION: Watermark CDC

REPORTS TO: The Business Cohort Coordinator

POSITION SUMMARY: Watermark CDC's vision is "Transform Economic Welfare". The Business Cohort Senior Associate will assist The Business Cohort Coordinator with execution of The Business Cohort (TBC) and various economic development efforts for Watermark CDC. The Business Cohort Senior Associate supports the growth and effectiveness of TBC by translating vision into operational systems, leading key initiatives, managing projects, and developing volunteers and participants. This role serves as a strategic partner to the TBC Coordinator by creating structure, improving processes, and ensuring TBC programs are executed with excellence.

SPIRITUAL GIFTS:

- Leadership
- Administration
- Wisdom
- Discernment
- Encouragement
- Faith/Evangelism

ESSENTIAL SKILLS & EXPERIENCE:

- Bachelor's Degree preferred (Business, Management, Accounting, Finance, or related/equivalent field).
- Two to three years of experience in business and/or entrepreneurship is preferred.
- Passion for Jesus, the local church, and Kingdom-focused economic development.
- Previous experience in support of LMI – Low-to-Moderate Income – groups is preferred.
- Strong project management skills and ability to oversee multiple priorities.
- Ability to create systems, processes, and structure in an evolving environment.
- Strong administrative abilities and attention to detail.
- Ability to lead volunteers and build strong relationships.
- Strong communication skills and ability to collaborate with diverse groups.
- Ability to think strategically while executing details.
- Experience with Salesforce, Asana, and Microsoft Office preferred.

POSITION RESPONSIBILITIES:

- **Program Management & Operational Excellence – 30%**
 - Translate TBC strategy into actionable plans, timelines, and systems.
 - Provide direction, oversight, and coaching to The Business Cohort Associate role, especially in the areas of TBC Community and Bootcamp.
 - Manage implementation of all classes, workshops, meetings, and initiatives.
 - Maintain operational rhythms that support excellent participant experiences.
- **Participant & Member Experience – 15%**
 - As owner of the class cohort and membership program, this role will be responsible for all processes spanning from neighborhood engagement to alumni connection.
- **TBC+ Management – 15%**
 - As support of TBC+ program, this role will be responsible for assisting Coordinator with various aspects of the program from monthly meetings to impact tracking.

- **Systems & Data Management – 15%**
 - Oversee operational systems including participant records, communication, and program documentation and tracking.
- **Volunteer Leadership & Care – 10%**
 - Lead development of volunteer systems from recruitment to retirement.
- **Project Management – 10%**
 - Assist Coordinator with ad hoc projects including:
 - Program improvements (e.g. implementing Kingdom Founders Curriculum, LINC App)
 - New initiatives
- **Marketing & Communication Support – 5%**
 - Support development of newsletters, program communications, feedback, and promotional materials.

MARKERS OF AN IDEAL CANDIDATE:

- Has a deep love for Jesus and the local church.
- Passionate about supporting Kingdom work through economic development.
- Humble, courageous, teachable, and open to feedback.
- Warm, hospitable, and joyful in demeanor.
- Highly organized and able to manage complexity.
- Takes initiative and follows through with excellence.
- Balances independent ownership with collaborative teamwork.