

Delta State University BRIDGE Contractual Position – Recruiter Posting

Delta State University (DSU) is soliciting a candidate for a Business Recruiter to service the community of Sunflower County within our Building Rural Innovation Development for Growing Entrepreneurs (BRIDGE) program. **Business recruiters must have their own reliable transportation.**

1. Purpose

This plan outlines the hiring, responsibilities, and implementation framework for two BRIDGE Business Recruiters will serve as front-line representatives for business and entrepreneurial outreach across the Northern and Southern Sunflower County region. The goal is to increase participation in startup, expansion for aspiring business owners. The BRIDGE will also target and provide financial literacy and entrepreneurial literacy initiatives for youths while strengthening our partnerships with Sunflower County Consolidated School System and supporting organizations in Sunflower County and surrounding contiguous regions.

2. Program Objectives

Establish formal 12-month annual small business recruiter contract. Business Recruiter will have the following responsibilities primarily in Sunflower county:

(a) Recruiter will recruit, register, intake 200 businesses annually to participate in BRIDGE business startup, entrepreneurial expansion, capacity-building programs, and trainings in Sunflower County, MS.

(b) Recruiter will recruit, register, intake 100 students/youths to participate in BRIDGE Entrepreneurial and Financial Literacy Training Program initiatives in Sunflower County, MS.

(c) Creating a sustainable small business pipeline by:

1. Developing and maintaining AND forwarding verified database list of all small businesses (including home-based and newly registered enterprises) in Sunflower County.

2. Compiling a directory of banks, credit unions, CDFIs, and financial institutions serving the Sunflower County market area.

Recruiters will also generate monthly reports reflecting progress toward these objectives as provided by the BRIDGE leadership team.

3. Conducting 24 catered community events/workshops for the purpose of recruiting clients in Sunflower County.

4. Recruiters will coordinate with BRIDGE leadership team to conduct extensive marketing campaigns (social media, radio, newspaper, etc.)

5. Recruiters will coordinate with BRIDGE leadership team to schedule conduct extensive trainings in AI, Amazon/Amazon-compatible business reseller services, Web Services, and other contract services,

- (d) Business Recruiters will also generate monthly reports reflecting progress toward these objectives.

1. Duties and Responsibilities

- Conduct daily outreach efforts averaging 17 business intake contacts and 8 student intake contacts per month.
- Guide those businesses to complete formal registration with the Mississippi Secretary of State (MS SOS).
- Each business recruiter will host two monthly community engagement events (after hours or to be determined) with food and refreshments to promote program awareness and recruitment. Recommend a mixture of targeted businesses and youths events. Minimum attendance required (10+). Recruiter will promote and secure different attendees for catered community events.
- Maintain BRIDGE digital, physical recruitment logs, completed intake forms and event attendance sheets.
- Collaborate with BRIDGE Business Developer to assist with each BRIDGE event/workshop marketing campaign (i.e. text messaging, phone call follow ups, targeted emailing, direct phone call, etc.) to impact outreach efforts with BRIDGE program goals.
- Collaborate with BRIDGE Business Developer to assist with recruitment and referral of APEX clients to impact outreach efforts with BRIDGE program goals.
- Collaborate with BRIDGE leadership to align outreach efforts with BRIDGE program goals.
- Assist with identifying, and promoting BRIDGE programs to all nonprofits, churches, and community organizations in Sunflower County.
- Submit monthly activity and progress reports, including updates on new business leads and student enrollments.
- Participate in periodic BRIDGE team staff meetings and quarterly contractual required performance reviews.

2. Contractual and Work Schedule

Position: Business Recruiters

Number of Positions: 2

Contractual / Time: TBA

Workdays: Contractual/ Sunday – Saturday

Compensation: \$50,000 annual contract

Travel Allowance: Up to 1,000 miles/month @ .70 mile with verifiable documentation.

3. Tools and Resources Provided

- BRIDGE assigned Cellphones for outreach, intake and event promotion.
- Access to iPads, for BRIDGE community tracking, recording, office event sign-ins, and reporting.
- Tablets, paper, office supplies, and branded materials for recruitment activities.
- Access to shared data reporting platforms (Excel, Google Sheets, etc.).
- Internal BRIDGE training.

4. Community Events & Workshops Engagement Budget, 24 catered community recruitments fairs, events and/workshops for Sunflower county

5. Recruiter Deliverables and Reporting Schedule

Deliverable	Frequency	Responsible
Monthly Community Events Report	- Monthly	- Recruiters
Monthly Business Recruitment Report	- Monthly	- Recruiters
Monthly Student Enrollment Report	- Monthly	- Recruiters
Monthly Incentives Report(if applicable)	- Monthly	- Recruiters
Quarterly Financial Institutions & CDFI Directory	- Quarterly	- Recruiters
Monthly Event Attendance Records & Photos	- Monthly	- Recruiters
Annual Comprehensive Summary Report	- End of Term	- Bus. Dev.

6. Evaluation Metrics

- Business Engagement: 200 businesses recruited annually in Sunflower county, MS.
- Student Enrollment: 100 students recruited annually in Sunflower county, MS.
- Community Events: 24 per year in Sunflower county, MS.
- Pipeline Completion: Verified business feeder organizations and financial institution listings, including CDFIs.
- Reporting: 100% timely monthly submission rate.

7. Contract Term & Accountability

Business recruiters must have their own reliable transportation.

Contracts will be for 12 months (effective January 1, 2026 thru December 31, 2026), and monitored monthly for satisfactory performance and budget availability.

Recruiters will submit mileage logs, monthly reports, and monthly incentive reports (if applicable), other requested reports and quarterly summaries for reimbursement and review.

Business Recruiters Must Have Their Own Reliable Transportation.

Leslie Cartlidge-662.846.4908 – lcartlidge@deltastate.edu

All email responses should include resume; 3 job-related tasks or contract assignments with references.