

Emerging Technology Centers (ETC)

Position Title: Assistant Director

Reports to: President/Executive Director

General Description of Work

The ETC is a technology innovation center working to support tech startups and entrepreneurs in the City of Baltimore. A nonprofit venture of the Baltimore Development Corporation (BDC), the ETC offers four programs for entrepreneurs: Beehive Baltimore, a coworking space, Incubate Baltimore, offering business support services and space, Accelerate Baltimore, a lean startup accelerator program and Pioneer Baltimore, an idea-stage program designed for full-time workers with an entrepreneurial idea. Through these programs, the ETC works to help stimulate economic development in the city.

The Assistant Director's main purpose is to grow the ETC's presence and membership through outreach and strategic initiatives. This role reports directly to the President/Executive Director and will oversee all programming for the ETC suite of programs (Incubate, Beehive, Pioneer and Accelerate Baltimore) as well as marketing and events. This role will also manage strategic partnerships and explore new ones within the City and beyond.

I. Typical Tasks General Duties

- Manage all aspects of ETC programming for Beehive, Incubate, Pioneer & Accelerate Baltimore (roundtables, networking, educational and partner/sponsored events)
- Manage ETC personnel responsible for recruitment and marketing activities and the activities of marketing staff as well as membership prospecting. Specific oversight duties include, but are not limited to, the following:
 - Negotiate and close new client agreements (term sheets, license agreements, equity agreements, etc.). Maintain prospective client database and follow up.
 - Research and implement alternative opportunities to attract new clients to the ETC (for example: outside capital sources, angel networks, VC's and new workshops, etc.)
 - Represent ETC in outreach activities associated with client recruitment and general ETC awareness; research and implement new outreach opportunities as appropriate.
 - Identify, create and participate in partnerships that will better promote ETC within the community.
- Participate in 6-month business reviews and kick off meetings with ETC clientele.
- Oversee and supervise all aspects of ETC's social media presence and create media, promotional and award opportunities for ETC programs.
- Participate in the development of programs to support and enhance the success of ETC clients as well as the greater entrepreneurial community.
- Build and maintain relationships with professional advisors, service providers, and partner organizations for the benefit of ETC clientele. (partnerships)
- Work with ETC team members to recruit and schedule on-site service providers to meet with clients as well as speakers to conduct presentations and workshops relevant to

- client needs. Promote and manage those presentations and workshops.
- Implement strategic initiatives approved by the President/Executive Director
 - Actively participate in the process of maintaining existing outside funding and attracting new outside funding. Specific duties include, but are not limited to, the following:
 - Research of alternative funding opportunities
 - Identification and creation of “fundable” program partnerships
 - Preparation and submittal of letters of inquiry and grant applications
 - Management of awarded grants, including reporting.

Job duties are subject to change as directed by ETC.

II. Knowledge, Skills and Abilities

- Self-starter; able to function independently to achieve organizational goals
- Positive and friendly attitude (we work with new people every day)
- Outgoing, high energy individual with leadership qualities
- Team player; able to establish and maintain effective working relationships with business contacts, clients, volunteers, and co-workers
- Ability to manage multiple complex tasks and projects
- Ability to network with outside stakeholders (investors, service providers, and supporters)
- Ability to keep up with the fast-paced organization including adaptability to shifting priorities
- Strong organizational skills
- Strong written and verbal communications skills
- Proficiency with Microsoft Office Product Suite, other new technology tools for community engagement and overall internet for use in communications, reporting, analysis, research and presentations.

III. Education and Experience Requirements

A minimum of a Bachelor’s Degree in Marketing, Communications or Business from an accredited college or university and 5+ years’ work experience, part of the entrepreneurial ecosystem is preferred. InBIA Credited Courses a plus, but not required.

IV. Additional Requirements

Applicant must have their own transportation or access to transportation to attend community events and attend off-site meetings and be willing and available to do so.

This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects and may require extended hours beyond a conventional workweek.

To apply, submit cover letter and resume to Deborah Tillett, dtillett@etcbaltimore.com with “**Asst. Director**” in the subject line. No Phone Calls Please. Not all applicants will be contacted. The job remains open until filled by a qualified applicant.