

Leon County Research and Development Authority

Job Description

Position: Director of Entrepreneurship

Salary: Up to \$90,000 per year (Full-time)

Benefits: Annual Leave, Sick Leave, 10 Holidays, Health Insurance and Florida Retirement System.

The Leon County Research and Development Authority (LCRDA) is a unique community collaboration of Florida State University, Florida A&M University, Tallahassee Community College, Leon County, City of Tallahassee and private sector leaders charged with driving innovation-based economic development to recruit, retain, and develop organizations which capitalize on Innovation Park's research assets focused on magnetics, aero-propulsion, high-performance materials, mechatronics, energy, health and life sciences. The mission of the LCRDA is to work in affiliation with these partners to promote our region's research and development assets, and to foster the attraction, startup, and growth of private innovative companies that create high wage jobs in Leon County. Innovation Park of Tallahassee is a 208-acre research park in Tallahassee, Florida which is home to the National High Magnetic Field Laboratory and other state of the art research and private sector facilities supporting leading researchers in their respective fields.

The LCRDA desires to develop a continuum of entrepreneurial education, incubation, acceleration, and graduate company support programs which foster the successful commercialization of new technologies created by local universities, and the private sector. A feasibility study and preliminary business plan have been completed. A temporary building, to facilitate initial program development, is in the early stages of renovation. The longer-term goal is to develop a new 40,000-square feet mixed-use facility to house business incubator and accelerator programs, which will include wet labs, makerspace/prototype development, light manufacturing & assembly space, offices, and common area amenities.

Position Summary: The LCRDA seeks a full-time Director to drive the development and subsequent management of entrepreneurship facilities and programs. This position reports to the LCRDA Executive Director (ED).

Duties and Responsibilities include but not limited to:

- **Development**

1. Using the existing business plan as a starting point, develop a sustainable business plan which aligns with the mission, vision, and goals of the LCRDA Board of Governors
2. Create entrepreneurship program specifications, documentation, and materials which utilize existing facilities, which later transition to take advantage of new facilities
3. Working with architects and other professionals, create a space plan, specifications, and oversee the design and construction of the new facility
4. Using all available resources, identify and obtain resources necessary for the establishment of programs, construction of facilities, and acquisition of equipment

- **Management**

1. Develop advisory boards and governance structure which support the goals of the programs, the ED, and the LCRDA Board of Governors
2. Develop and manage mentor relationships which support all programs
3. Recruit program participants which meet program guidelines
4. Assist program participants with capital identification and acquisition
5. Provide coaching and support to program participants, suitable for each program, that leads to retention and graduation
6. Develop and execute strategies to acquire sponsorships and other funding sources

Leon County Research and Development Authority

Job Description

7. Develop and maintain stakeholder and community partner relationships
 8. Lead marketing and public relations which promote the value of the programs in the community which drive future participation, sponsorships, other funding, and policymaker support
 9. Manage technology and facilities including environmental, health and safety, and other compliance requirements
 10. Identify and track appropriate performance metrics necessary to measure program outcomes and impact
 11. Working with the ED, establish appropriate financial structure, budgeting, internal controls, supplies procurement systems, disaster recovery plan, and risk management
 12. Recruit, hire, and manage staff necessary to assist the Director carry out his/her duties and operate the programs and facilities in accordance with the business plan and subject to available financial resources
- **Programs**—New programs will be developed and/or refined based on the identified and changing needs in the region. The programs will provide a clear pathway for the development of successful companies which eventually leads to the identification and nurturing of scalable technology driven companies. Existing program and initial concepts:
 1. Entrepreneurial Excellence Program (EEP): An existing classroom-based 10-session program offered two times per year. The classes will be led by the Director, but taught by community volunteers from the business and education community. The program targets for-profit and non-profit companies from the community regardless of industry sector or technology.
 2. Business Incubator: A concept for a mixed-use incubator for early stage companies, generally identified by the EEP which meet screening requirements. The incubator will meet the needs of a variety of technologies and companies that require wet/dry lab and places to build things including prototype development. Programs will focus on market discovery and customer interviews. The incubator will target companies commercializing non-software technologies.
 3. Business Accelerator: A concept for a business accelerator program for companies identified from the Business Incubator program with demonstrated market demand. The program will focus on planning and subsequent plan execution.

Experience Requirements: Demonstrated understanding of managing and/or developing a business incubator and accelerator programs. Self-motivated leader with experience launching, building, and managing the financial and operational functions of a business. Demonstrated success in identifying, inspiring, and securing grant and other funding. Experience mentoring/coaching/working with or in early stage companies including in the areas of technology transfer and intellectual property protection, product development, raising capital, marketing, and management. Experience in a university research commercialization setting a plus. Understanding of new building construction process, real estate, and project management experience a plus.

Educational Requirements: A bachelor's degree or higher in business, management, marketing, entrepreneurship or related areas of study and seven or more years of related experience. Note: a higher level of education may substitute for experience at a comparable rate. Incubator management certification from iNBIA a plus.

Other Requisite Skills and Knowledge: Successful applicants MUST demonstrate strong written, verbal, and presentation communication skills, as well as strong Microsoft Word and Excel skills.

Leon County Research and Development Authority
Job Description

To apply, you MUST complete and submit the LCRDA job application which can be downloaded at <http://lcrda.org/director-of-entrepreneurship>. Please email your resume and cover letter in addition to the application to rmiller@inn-park.com. Resumes and cover letters submitted without an application will NOT be considered! Rolling interviews for selected applicants will begin the week of November 20, 2017. All applications received by 8:00 am, November 13, 2017, will be considered for the first round of interviews. Emailed applications are preferred. Additional candidates may be considered for applications received after that date. The position will remain open until filled.