

## Assistant Director for Venture Development - Skandalaris Center - 47874

### EOE Statement

Washington University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, genetic information, disability, or protected veteran status.

### Job Type/Schedule

This position is full-time and works approximately 37.5 hours per week.

### Department Name/Job Location

This position is in the Skandalaris Center. The position is located at Mallinckrodt. This position is for the Danforth Campus.

### Essential Functions

#### POSITION SUMMARY:

This position advises entrepreneurial faculty and students and helps them connect with resources they need, including each other, to advance their ideas and develop their skills. The Assistant Director of Venture Development designs and implements multiple venture/ideation competitions and programs on behalf of the Center.

#### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Meet with Washington University affiliates to assist in identifying promising ideas and opportunities; help to evaluate ideas and technologies; conduct feasibility reviews; connect to resources across campus, across disciplines, and in the region.
2. Create and manage signature Skandalaris Competitions and Programs such as the Global Impact Award, the Skandalaris Venture Competition, IdeaBounce®, hackathons, etc. Recruit ventures, judges, manage deliverables, compile data, and share results. Recruit students/alumni to participate in regional, national, and international startup competitions.
3. Develop concurrent workshops and programming to connect entrepreneurs and innovators in pursuit of new ideas. Recruit speakers and experts to participate in Skandalaris sequences.
4. Manage CRM platform (SalesForce) on behalf of the Center. Ensure ongoing and accurate collection of data and metrics are being pulled into the CRM and develop functional reporting systems and dashboards for the Center leadership and operation teams. Assist with data collection for rankings and other reporting needs.
5. Perform other duties as assigned.

### Required Qualifications

Undergraduate degree in business or scientific discipline and three years of relevant experience including practical business experience in new venture formation.

### Required Qualifications

- Graduate degree in business or scientific discipline to complement undergraduate degree.
- Experience in a scientific laboratory or clinic.
- Experience in startup environment as founder, team member, or consultant.
- Knowledge and experience in commercialization process.
- Expertise in SalesForce and CRM development.
- Superior interpersonal skills and leadership skills.
- Desire to work in environment of growth and change.
- Demonstrated ability to make public presentations.
- Commitment to exceptional service and responsiveness.
- Able to write well, learn quickly, and exercise exceptional ethical behavior and judgment.
- Strong collaborator and team player with an enthusiastic and positive attitude, who can promote collaborative activity.
- Commitment to Diversity, Equity, and Inclusion.

**Salary Range**

Base pay commensurate with experience.

**Pre-Employment Screening**

All external candidates receiving an offer for employment will be required to submit to pre-employment screening for this position. Current employees applying for a new position within the university may be subject to this requirement. The screenings will include a criminal background check and, as applicable for the position, other background checks, drug screen, employment and education or licensure/certification verification, physical examination, certain vaccinations and/or governmental registry checks. All offers are contingent upon successful completion of required screening.

**Benefits**

This position is eligible for full-time benefits. Please click the following link to view a summary of benefits: <https://wustl.box.com/s/8wkhs25yssf0775x9d6nd6vqa7obpth7>.

**Applicant Special Instructions**

- The work environment is primarily an office setting with frequent events/programs where transporting of lightweight (15lbs) materials/tables/etc., will be required.
- Many Skandalaris events and programs are held in the evenings and on weekends, thereby requiring hours/activities outside the normal work-day as needed.
- Work will be conducted at both the Danforth and Medical School campuses and occasionally off-campus.

**Applicant Special Instructions**

PLEASE INCLUDE A COVER LETTER WHEN UPLOADING YOUR RESUME.