



JOB TITLE	Grants Program Manager	POSITION SALARY RANGE	\$95,000 - \$110,000
REPORTS TO	Executive Director	ESTIMATED START DATE	April 1, 2024
LOCATION*	Missouri	TRAVEL REQUIRED**	15%

VISION

Our vision is to transform Missouri through the power of entrepreneurship by serving as a catalyst for technology-based innovation to achieve sustainable economic growth for the state.

ABOUT

Founded in 1994, Missouri Technology Corporation (MTC) is a public-private partnership established by the Missouri General Assembly. Its purpose is to drive innovation and entrepreneurship in Missouri, primarily focusing on nurturing high-tech companies within the state. MTC operates through a combination of state budget appropriations and federal funding, enabling it to strategically invest in and support the growth of technology-based businesses in Missouri.

MTC leads the entrepreneurial community statewide through several key initiatives. The IDEA (Innovation, Development, and Entrepreneurship Advancement) Fund Co-Investment Program is a state-sponsored venture capital fund that makes crucial investments in Missouri businesses. Additionally, the Missouri Building Entrepreneurial Capacity (MOBEC) program offers grant-based support to bolster entrepreneurial efforts. MTC also enhances physical infrastructure and regional entrepreneurial activities throughout the state of Missouri via the Physical Infrastructure Grant Program and Regional Node Planning Grants.

As a pivotal entity in Missouri's economic development, MTC has significantly contributed to fostering entrepreneurship and innovation. This is evident through initiatives like the MOBEC Program, which has played a vital role in supporting the commercialization of new technology. MTC's efforts have extended beyond funding, as it has formed partnerships with over 60 entrepreneurial support organizations statewide and distributed more than \$50 million in grants. Additionally, MTC has provided direct investments through the IDEA Fund, which has invested over \$49 million in nearly 150 early-stage Missouri-based high-growth technology-focused companies, which have raised over \$1.3 billion in additional private capital since 2018. These efforts have notably amplified the state's entrepreneurial infrastructure, benefiting thousands of small businesses and reinforcing Missouri's position as a hub for innovation and technology-based entrepreneurship.

POSITION OVERVIEW

MTC is seeking a highly motivated, self-driven, organized candidate, ideally with strong ties to Missouri's innovation and entrepreneurial ecosystems, to coordinate and execute the organization's grant-based financial support or expansion of the state's entrepreneurial capacity. This includes managing the organization's grantmaking and developing the marketing and communications strategies related to grants. The role will be integral in advancing the organization's impact and mission by developing and implementing innovative strategies specific to MTC's grant-making process and systems.

The role of Grants Program Manager demands a creative thinker capable of not only identifying but also capitalizing on emerging opportunities within the entrepreneurial sector. This position requires a candidate with a natural flair for intuitive thinking and quick adaptation, combined with a proactive problem-solving mindset. The ideal candidate should thrive in dynamic environments, demonstrating an ability to rapidly assimilate new information, identify potential improvements, and act decisively. Embracing a philosophy of agile and iterative progress, this individual should be comfortable with experimenting, learning from setbacks, and making informed adjustments on the fly.

Interested candidates should submit a resume and cover letter to jack.scatizzi@missouritechnology.com

**Please note that MTC has a residency requirement. All candidates must currently be a resident of Missouri or be willing to relocate immediately upon hire to qualify for the position.*

***Required travel estimates are based on the candidate being in the metropolitan St. Louis area. Estimates will be updated once the candidate is hired and communicated in the final offer.*

RESPONSIBILITIES AND SCOPE

- Collaborate closely with the Executive Director to strategize, develop, and execute the organization's grant programs, including [MOBEC](#), the [Physical Infrastructure](#) and [Regional Node Planning Grant](#) programs, as well as launch new grant-based programs in alignment with the [Catalyzing Innovation Report](#).
- Oversee the entire lifecycle of the grant process, from the application development and review protocols to the implementation of annual reporting systems.
- Conduct thorough solicitation and internal evaluations of applications for all funding opportunities that focus on ecosystem enhancement.
- Manage the post-award process, ensuring the effective execution of grant agreements, appropriate allocation of funds, and compliance with reporting requirements.
- Maintain and operate the MTC grant management platform, ensuring its efficient utilization to streamline grant program operations.
- Drive the design and implementation of innovative activities to strengthen the entrepreneurial ecosystem, which may include developing and launching new grant and microgrant opportunities.
- Establish and maintain strategic partnerships and relationships with key players in the entrepreneurial landscape, including support organizations, innovation centers, and other relevant entities that are active in expanding the state's innovation and entrepreneurial capacities.
- Attend major entrepreneurship support events and engage with a diverse range of stakeholders within the entrepreneurial ecosystem.
- Develops strategy for communications and outreach for all new and existing grant-based programs for MTC and ensures successful execution of the strategy.
- Manage and direct the grant coordinator team, ensuring they are effectively managing the operational aspects of various grant programs, including application processing, evaluation, and coordination with awardees.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of duties or responsibilities that are required for this job. Duties and responsibilities may change at any time, with or without notice, or as assigned.

WHAT QUALIFIES YOU

The ideal candidate for the Grants Program Manager should bring extensive experience in grant and entrepreneurial ecosystem management, ideally within the Venture Capital sphere or related fields like economic development, business, or government. They should demonstrate strong leadership skills, adept communication abilities, and the capacity to efficiently juggle multiple priorities and stakeholders within a fast-paced, dynamic environment. This candidate should have a natural intuition, a penchant for quick learning, and a proactive problem-solving approach, coupled with the ability to identify and seize opportunities. Furthermore, this individual shouldn't be afraid to fail, instead recognizing the benefits of beginning with an imperfect approach and swiftly making corrections.

ESSENTIAL COMPETENCIES

- Demonstrates strong capabilities in structured, effective, and coherent communication, both orally and in writing.
- Shows a high level of competence in managing intricate and confidential projects independently, with minimal need for detailed guidance.
- Exhibits proficiency in the use of standard office management, communication, presentation, and productivity software.

- Possesses the flexibility to travel as required for the execution of job responsibilities.
- Engages actively with challenges, displaying a keenness to learn, setting, and adhering to high-performance standards, and maintaining commitment in the face of difficulties.
- Upholds positive behavior, manages conflict constructively and assumes accountability for actions, collaborates effectively within teams, and welcomes a diversity of perspectives.
- Applies analytical thinking in decision-making processes, ensures meticulousness in tasks, and fosters innovation through creative ideation and implementation.
- Consistently supports and follows organizational policies, adjusts effectively to varying environments, and manages competing priorities efficiently.
- Takes personal responsibility for work, consistently maintains attendance, and ensures punctuality in all commitments.

QUALIFICATIONS

- The Grants Program Manager is expected to possess a Bachelor's degree from a recognized institution, preferably in fields such as economic development, non-profit management, business, or related disciplines
- A minimum of 5 years in grants program design and management experience is desired; preferably in public policy, entrepreneurship, economic development, and/or early-stage investment.
- Necessary skills include proficiency in managing large-scale grant programs and understanding the operational impacts of relevant local laws on the grant-making process.
- Strong computer literacy is required, including expertise in MS Office suite, Google Suite, Adobe, and the ability to quickly adapt to other software tools.
- Experience in entrepreneur support and ties to the Missouri entrepreneurial ecosystem is desired.
- Commitment to growing entrepreneurial impact in Missouri is required.
- Must possess a valid driver's license and access to a dependable vehicle for work-related travel.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time, exempt position with health benefits and paid-time-off. Work hours are from 8:00am to 5:00pm, Monday through Friday. MTC provides a remote work environment and follows a 40-hour work week for full-time employees. Evening and weekend work is required as job duties demand.

COMPENSATION

Commensurate with experience, we offer a competitive base salary range of \$95,000 - \$110,000 and a culture which fosters and supports creativity and innovation. MTC offers a full range of employee benefits including health, vision, and dental insurance, and 401k matching.

Screening is to begin immediately, and the position will be open until filled. Resumes received by February 12, 2024, will receive the fullest consideration.

Equal Employment Opportunity Employer

MTC is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status or civil union status, gender (including sex stereotyping and gender identity or expression), genetic information, sexual orientation, or any other legally recognized protected basis under federal, state or local law.