



Position Description: Executive Director – TechConnect West Virginia

The Executive Director (ED) of TechConnect West Virginia (TCWV) is a key and trusted connector of the state's technology, innovation, economic development and entrepreneurial community. The ED is a natural with people, a problem solver, a good administrator, displays sensitivity and judgment and enjoys helping others succeed. The ED is responsible for evolving and implementing the strategic and operational plans of TCWV in a manner consistent with our mission to diversify the state's economy and promote economic prosperity. The ED strives to fulfill TCWV's strategic objectives of strengthening the innovation ecosystem, building research and commercialization capacity, representing and showcasing the state's technology sector and knowledge economy, collaborating on projects aimed at launching new startup businesses, improving access to capital and developing access to talent. The ED seeks to align stakeholders in tech-based economic development and serves as an influencer on broader policies both regionally and at the state level. The ED assures compliance with all requisites of funding sources. The ED's areas of responsibility include programs, events, advocacy, communications, management leadership and board governance.

SPECIFIC RESPONSIBILITIES:

- Work with the TCWV Board to develop and implement programs, activities and events that provide organizational sustainability and support our mission to diversify the state's economy through tech-based economic development.
- Communicate and engage with the board through regular board meetings and executive committee meetings.
- Report to the board, funders, and members on the progress of the organization and the fulfillment of strategic objectives that drive the mission forward.
- Work with TCWV's Treasurer and accountants to manage the organization's financial operations to insure adequacy, integrity and compliance with proper financial procedures.
- Lead grant writing activities and other funding efforts to secure operation and program resources.
- Lead planning and programming for events.
- Develop annual work plans and manage daily operations of TCWV.
- Lead Communications for TCWV, including social media, and communicate/coordinate with other organizations in the entrepreneurship ecosystem.
- Engage with the West Virginia Legislature, higher education institutions, business and governmental leaders and others to achieve organizational goals.
- Supervise the standing collaboration with the WV Department of Commerce to promote and advance technology-based economic development for that office.
- Be active and visible in the state's innovation ecosystem--attending events, giving presentations, participating in forums, etc.

DESIRED ATTRIBUTES AND EXPERIENCE:

Ability to interface with all levels of business, government, and educational institutions. Entrepreneurial mindset with a 'can do' approach to develop and lead a great organization. Self-motivated, strong leadership abilities and organizational management skills. Demonstrated ability with successful grant writing, implementation and reporting is a plus. Excellent planning and implementation skills. Effective communication, presentation, and promotional skills. Excellent time/effort prioritization skills in an environment where numerous new opportunities will constantly arise. Experience in or knowledge of

technology industry is a plus. Business or non-profit membership organization management experience or skills is helpful. Knowledge of West Virginia's innovation ecosystem.

EXPECTED RESULTS:

Increase the stature and influence of the technology sectors and TCWV. Secure funding for valuable technical assistance programs that support entrepreneurs and startup companies. Hold first class, must-attend events. Forge a stronger connection between educational institutions and industry. Advocate for policies that incentivize innovation-based startup firms. Contribute to and cultivate efforts to sustain TCWV operations. Engage Board members to leverage a variety of talent and experience.

SKILLS

Leadership, Self-Motivation, and Reliability - Proven entrepreneurial, self-motivation and strong leadership abilities. History of community involvement.

Communication Skills - Ability to communicate with all levels of business, government and educational institutions. Effective communication, presentation, and promotional skills.

Management and Organizational Skills - Ability to plan a project and successfully execute that plan. Ability to establish priorities and handle multiple issues. Strong organizational management skills.

EDUCATION & EXPERIENCE

Bachelor's degree required; five years' relevant experience a plus. Communications, business or non-profit membership organization management experience or skills, including experience working with a board of directors of a not-for-profit organization. Knowledge of West Virginia's political and professional organizational structure. Strong connections and networks within the state is a plus. Experience in managing programs and budgets with multiple partners/stakeholders. Experience with developing and executing development strategies.

ADDITIONAL REQUIREMENTS

Regular travel throughout West Virginia is expected once the pandemic ebbs. Employee must provide their own transportation to the job and related meetings and events. Applicant must possess, or obtain by time of appointment, a valid West Virginia motor vehicle operator's license and an acceptable driving record.

APPLICATION PROCESS

Please submit a resume and letter of interest by 5:00 pm on June 4, 2021 by email to:

info@techconnectwv.org