



Global Ventures Program Manager

Role summary

The Program Manager will assist second stage technology-based companies and graduates of FAU Tech Runway scale up and develop links to FAU. Second stage companies are those that have achieved approximately \$1 million in annual sales and employ at least six (6) people. These companies need flexible terms on office and lab space, with the ability to grow and contract quickly as business develops.

The Program Manager will seek to engage these companies in directed initiatives such as GrowFL's system for integrated growth in order to grow the companies while developing strong links to the South Florida community and market. By providing an environment conducive to technology company growth, the Program Manager will seek to grow the region's community of entrepreneurs, tech-based employment and technology development domestically and from key foreign markets.

The Program Manager is responsible for the daily operations of Global Ventures which includes: aiding entrepreneurs with services and programs that assist second stage companies in marketing, business planning, and fundraising, and providing the tools to become sustainable enterprises.

Importantly, it also involves client recruitment and travel, program outreach activities, and marketing (advertising, social media, other).

Duties & Essential Job Functions

The Program Manager duties include:

- Recruiting entrepreneurs, from within the U.S. and overseas, providing them with facilities to aid in the development of the business.
- Regularly interacting with and counseling clients on business aspects of their venture, monitors progress and results of the companies.
- Creating a robust and diverse network of mentors and advisors.
- Connects clients to mentors and FAU faculty collaborators, as needed.
- Managing the client business development training programs, including GrowFL's programs.

- Directing outreach activities including appropriate speaking engagements, trade missions, conferences, facility tours, website development, and marketing collateral.
- Evaluating and seeking potential funding sources through program revenue, grants, donors, sponsorships, etc.
- Updating job knowledge by participating in continuing education, reading professional publications, maintaining personal networks and participating in professional organizations.
- Establishing and maintaining relationships with the appropriate economic development organizations, investor groups, community leaders, university faculty, and other business organizations.
- Traveling domestically and internationally, as required.
- Developing, executing and monitoring of social media and other marketing campaigns.
- Performance of additional job duties as assigned.

Qualifications & Skills

- Bachelor's degree or equivalent in business or related field.
- Knowledge of commercialization, entrepreneurship, and innovation ecosystem.
- Experience with a university or industry-based technology transfer/commercialization program is a plus.
- Language skills in Portuguese, Spanish and/or Hebrew is a plus.
- Skilled in networking, persuasion, prospecting, public speaking, research, writing, closing deals, motivation, identification of clients' needs and challenges.
- Willing to take calculated risks.
- Working 40 hours/week, on occasion may require weekend, after hours, or extended work weeks to accomplish deadlines and goals.
- Proficient in Microsoft Office Suite.
- Proficient in the use of social media advertising and accounts (Google AdWords, Twitter, LinkedIn, YouTube, Facebook).
- Well-developed communication skills, including the ability to use effective listening and verbal communications skills, the ability to communicate with people at all levels and the ability to write effective business correspondence.
- Well-developed time management skills, including the ability to identify, prioritize and complete tasks and projects in an effective and timely manner.
- Ability to deal tactfully with people and develop good negotiations and conflict resolution skills.
- Sound analytical and organizational skills.
- Ability to make good, independent decisions and be able to effectively manage high profile projects simultaneously.
- Presents a highly professional and positive image at all times.
- Ability to work on a team.

Job Type: Full-time

Education: Bachelor's degree required.

Required travel: Up to 40%

Reports to: President of the Florida Atlantic Research and Development Authority