

**CHESAPEAKE INNOVATION CENTER
POSITION DESCRIPTION**

DATE: December 30, 2014

POSITION: Executive Director

LOCATION: Chesapeake Innovation Center (CIC)

2288 Blue Water Blvd. Odenton, MD 21113 (close proximity to Fort Meade and MARC station)

REPORTS TO: AAEDC President/CEO & CIC Board of Directors

CHESAPEAKE INNOVATION CENTER (CIC) MISSION

As a program of the Anne Arundel Economic Development Corporation (AAEDC), the CIC helps to attract, retain and grow companies in the county, ultimately enriching the entire region by accelerating new technologies into the market. The innovation center supports emerging technologies that apply to national security, cyber, health IT, cloud, big data and other industry sectors by providing innovative companies and entrepreneurs with the resources, connections, and programs they need to innovate, connect, grow and succeed. By accessing a network of mentors, investors and executive advisors in the region, member companies ultimately benefit from the organizational ties that make up the CIC community.

POSITION PURPOSE:

The Executive Director of the CIC directs and manages the overall operation of the CIC, a technology incubator/accelerator, whose mission is directed to support emerging technologies by providing entrepreneurs developing innovation in national security and other vital industry sectors with the resources necessary for business success. The Executive Director builds and leads the development and implementation of technology-based programs for early-stage companies; seeks sources of funding; and establishes relationships with agencies of the Department of Defense and the National Security Agency, public universities and private sector firms. The Executive Director will establish relationships with persons in the small business and business development community to foster the cooperation and resources necessary to run a successful center. This position recruits and oversees a portfolio of technology based businesses while providing services to support entrepreneurial growth and success; it establishes and implements incubator procedures, client policies, member and program activity; it directs client recruitment and screening processes; it establishes and meets annual performance measures; and works with the Board of Directors to set policy and provide guidance for CIC Member/Affiliate and related companies.

NARRATIVE DESCRIPTION:

1. Administrative –responsible for all CIC operations and activities.
 - A. Develop and maintain stakeholder relations including CIC Board of Directors, Anne Arundel Economic Development Corporation (AAEDC) and other National and Regional stakeholders as necessary; managing the CIC budget development and execution.
 - B. Works with AAEDC on The VOLT Fund, particularly the non-traditional lending to technology companies where prior experience with angel or venture investment is desired.

C. Is the public spokesperson of the CIC including professional and community relationships/events with stakeholders, partners, members, sponsors, media or other groups.

D. Maintains staffing and operations to fully support the CIC companies, Member/Affiliate companies and services, marketing and TechBridgeSM. CIC's TechBridgeSM program identifies and highlights innovative companies that corporate partners may be interested in, whether through teaming, subcontracting, complementing or filling a gap in existing programs, engaging new customers, etc. TechBridgeSM entails structured presentations by tech businesses to senior staff of public institutions and private sector companies.

E. Determines and coordinates CIC strategic planning that includes office space planning, staffing, business models, strategic partnerships, occupancy of the facility and funding for the CIC.

2. Partner and Relationship Management - Establish mutually supportive relationships with partner organizations and private sector and institutional entities whose work aligns with the CIC mission. Responsible for all aspects of relationships with public and private organizations and institutions, including and assisting prospective partnerships, establishing unique partnering agreements and maintaining these relationships. Assistance from AAEDC and CIC Board of Directors with solicitation is critical.

A. Identify synergistic opportunities and establish Partners' agreement with achievable outcomes.

B. Identify opportunities for financial participation by partners through sponsorships and other granting vehicles.

C. Expand the impact of CIC programming throughout the region through partnering agreements.

D. Expand the investment opportunities for Member/Affiliate companies through Venture Capital, TEDCO, Angel Investors, and other equity and debt investments.

3. Program Management

A. Maintain and evaluate current programs including TechBridgeSM, CEO Roundtable and Synergy Events.

B. Develop new and timely programs based on the needs of CIC's members/affiliates and partners.

C. Design new revenue generating programs, including various levels of partnership/sponsorship, etc.

D. Identify and act as liaison between different partner representatives and technologies found within CIC Members or TechBridgeSM companies.

E. Identify and act as liaison between different partner representatives and technologies found within Members or TechBridgeSM companies for Small Business Innovative Research (SBIR) grants, licensing opportunities and patent application.

F. Document activity, participation and successes of each member/affiliate company as it relates to CIC services and programs.

G. Prepare and submit periodic TechBridge program reports to partners.

H. Identify targeted technology needs as requested by partners and conduct TechBridge programs to recruit "targeted" technologies.

4. Technology Scouting/Recruitment - Responsible for all scouting efforts to generate technology company membership to CIC and deal flow into TechBridgeSM ; providing value to member/affiliate companies as well as sourcing and screening member candidates. Technology recruitment work requires Executive Director to establish, expand and manage relationships with:

A. Primary public technology deal flow sources including DBED, TEDCO, other incubators and universities, federal agencies/facilities/laboratories, particularly those involved in homeland defense and national security, which includes 13 DOE and DOD National laboratories, DHS Science and Technology Office, Small And Disadvantaged Business Utilization Office (SADBU), and 8 DHS National Centers of Excellence.

B. National deal flow sources, including angel investors and relevant national organizations and associations.

C. Primary regional technology organizations including Mid-Atlantic Venture Association (MAVA), World Trade Center Institute (WTCI), Chesapeake Regional Tech Council (CRTC), Tech Council of Maryland/MdBio, Economic Alliance of Greater Baltimore (EAGB) and Washington Board of Trade (WBT).

D. Baltimore-Washington corridor investment community.

5. Member/Affiliate Company Services

A. Supervise program coordinator, office manager, business development, and other consultants consistent with their respective expertise.

B. Support staff in delivery of services, business plans, modeling, presentations, financing, and equity investment solicitation.

C. Identify potential affiliate or resident members through TechBridgeSM ; qualify and negotiate membership agreements with CIC.

6. Other Specific Duties

- A. Work and collaborate with CIC Board of Directors and Anne Arundel Economic Development Corporation. Work closely with both Boards to review, develop and implement a long-term strategic plan.
- B. Acquire funding in the form of partnerships and sponsorships and member fees to sustain the incubator program as it continues to evolve; and oversee the financial management of the facility.
- C. Expand occupancy and service activities of the incubator for benefit of Members.
- D. Determine additional forms of revenue through federal and foundation grants.
- E. Represent the incubator before external groups.
- F. Recommend policies to Board of Directors.
- G. Accomplish short-term and long-term objectives in accordance with the business plan.
- H. Develop and refine client recruitment and screening processes.
- I. Implement incubator procedures, and policies; monitor specific responsibilities negotiated within CIC contracts. Oversee coaching of Member/Affiliate companies on business plans and investment capital options.
- J. Strengthen the relationship between the CIC and its partners.