

OREGON BEST OPPORTUNITIES & JOBS

Job Description:

Oregon BEST Commercialization Program Manager

Reports to: Executive Director

Location: Portland, Oregon

Application Deadline: August 10, 2011 – Noon (PDT)

Salary & Benefits: Competitive salary, paid vacation, and health benefits

Oregon Built Environment & Sustainable Technologies Center (Oregon BEST) seeks a versatile, results-oriented professional to join our team as the Commercialization Program Manager. Learn more about Oregon BEST at our website: <http://oregonbest.org/>.

Responsibilities:

Define, refine, and lead the Oregon BEST Commercialization Program including:

- Commercialization Advisory Board – schedule, plan, and lead meetings of this council of outside advisors; recruit members as needed and develop relationships to maximize the impact of this group
- Commercialization Grant Program – develop and issue solicitation, publicize the program, screen potential projects, lead the review process with the Commercialization Advisory Board; execute statements of work with recipients, track milestones, and report outcomes of projects; provide support and connect projects with resources to increase probability of success
 - Research and implement strategies to exploit opportunities to secure equity stake, royalties, or other potential for re-investment in future commercialization projects within or separate from the Commercialization Grant program
- Entrepreneur in Residence (EIR) Program – recruit EIRs and recipient teams; negotiate project scope and milestones, execute necessary agreements, monitor/support projects, and report outcomes
- Develop a Startup Affiliate Program
 - Define eligible participants
 - Develop relationships and identify needs
 - Utilize financial resources to support activities to advance commercialization needs (e.g., support SBIR applications, etc.)
- Develop relationships with the technology transfer offices at Oregon BEST partner universities and identify and pursue complementary strategies for accelerating the commercialization of university-developed technologies
- Advance and formalize relationships with entrepreneurship/incubator support organizations and sources of startup capital with goal of increasing the focus of those organizations on cleantech sector(s), optimizing resource deployment, and increasing impact
- Organize events with funders to increase exposure to funding opportunities for Oregon cleantech startups
- Develop new program activities and secure funding – potential activities might include:
 - Student innovation competition
 - Funding road shows to Seattle or the Bay Area
- Participate in planning and organizing Oregon BEST FEST with other Oregon BEST staff members
- Ad-hoc support, referrals, etc. for entrepreneurs that contact Oregon BEST for help, including connections to faculty expertise, lab resources, and external organizations that can provide support
- Secure new sources of funding for the Oregon BEST Commercialization Program, including support for the Commercialization Program Manager position and support for programmatic activities and events
- Represent Oregon BEST at industry events, including speaking engagements
- Develop materials (presentations, position papers, collateral) for Oregon BEST to use with policy makers, industry, and university partners, nonprofits, and the press (in collaboration with public relations expert) to reinforce Oregon BEST's role, to advance positions, to seek support on key initiatives, and to demonstrate/communicate successes
- Assist other Oregon BEST programs as needed

Desired Skills, Experience, and Qualifications:

- Required experience:
 - 5+ years of project, program, and/or team management
 - Experience developing and leading cross-functional, cross-disciplinary, and/or cross-sector teams
 - Experience developing, monitoring, and meeting quantitative and qualitative program success metrics
 - Experience influencing, motivating, and leading people in external organizations at all levels over whom you have no direct authority
 - Experience working in startup finance/fundraising/entrepreneurship and familiarity with equity finance practices (angel, seed, VC) is required
 - Experience working in, or close to, technology commercialization
- Experience working with clean technology is strongly desired
- Demonstrated ability to work both closely with others in a team environment and very independently is critical
- Knowledge of academic research, federal grant and foundational funding processes and policies is strongly desired
- Moderate to significant exposure to academic, governmental, and business environments is ideal. Understanding of organizational cultural differences between these sectors and ability to bridge these differences will enable success
- College degree required; graduate degree is desirable; degree (or comparable work experience) in a relevant area of study is desirable
- Excellent strategic planning, written and verbal communications, and project/program management skills are required
- A passion for sustainability and sustainable economic development is critical for success

Application Process:

To apply, please send the following items to Oregon BEST Executive Director David Kenney **by Wednesday, August 10th, at noon (PDT)**. Applications should be sent in electronic format (PDF or Microsoft Word) via email to david.kenney(at)oregonbest.org.

- Cover letter (no more than two pages) that includes all contact information, a summary of your most relevant work experience and qualifications, and salary expectations or information about your current/most recent compensation
- Resume
- Written responses to these questions in five pages or less:
 1. Describe your experience in commercializing (or directly supporting the commercialization of) a product or service and 1-2 lessons you learned in the process.
 2. What are 1-2 challenges that make technology commercialization challenging in renewable energy and the sustainable built environment and what are 1-2 initiatives that Oregon BEST could lead or partner on to advance the goal of increasing commercialization activity in these areas?
 3. Describe 1-2 strategies you would employ to maximize the impact of relationships that Oregon BEST has with universities and national labs to turn research efforts into products, services, and companies.
- 3-5 references