**INNOVATION NETWORK PROGRAM MANAGER**

**POSITION DESCRIPTION**

**SALARY AND BENEFITS**

This is a full-time position with a starting salary of $58,000 annually (paid twice per month), plus annual benefits of:

* 80 hours vacation time
* 40 Hours sick time
* 9 Federal holidays observed
* Simple IRA retirement account with 3% matching contribution; up to $3,000 per year
* Medical stipend $450-$1,200 per month

Flexible/hybrid work schedule available.

**POSITION FUNDING**

*This is a grant funded position for 12-months that could continue if additional program funding is obtained.*

**GENERAL FUNCTION**

The Innovation Network Program Manager will serve as a crucial bridge, connecting and aligning economic development resources in Coos, Curry, and Douglas counties; planning, coordinating, and managing the region-wide innovation programming; and increasing communication, cooperation, and collaboration between area partners. The Program Manager will focus on two areas of activities: innovation programming and ecosystem development.

**QUALIFICATIONS**

**Education:** Secondary education in business administration, marketing and communications, entrepreneurship, or a related field preferred.

**Experience:** At least two years of experience owning or managing a business and / or in entrepreneurial and innovation development and / or support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Educate aspiring innovators and create a culture of entrepreneurship in the region that is visible to the public, with the long-term objective of bridging the inspiration gap and encouraging more people to become innovators and entrepreneurs by implementing and managing:
   1. **Region-wide Design ‘Sprints’ -** The region-wide design sprints program will bridge the inspiration gap by providing innovation-focused skill-building programming. These short events will engage people from diverse backgrounds in innovation, design thinking, and entrepreneurship, with each event revolving around solving a real-world problem from a local business. Attendees will learn methodologies such as design thinking, user experience, business model canvas, and Lean startup methodology. After, they will break out into small groups to devise creative solutions to the presented challenge. In the long term, the program aims to sustain and nurture some of the ideas generated and transform them into entrepreneurial ventures or tangible solutions for existing businesses. The continuous and iterative nature of the design sprints and ongoing community engagement will foster a self-sustaining cycle of innovation and entrepreneurship in the region, significantly bolstering regional economic development.
   2. **Growth Talks -** This program aims to build on the success of the Umpqua Partnership Growth Talks, which are events that provide a platform for small businesses and aspiring entrepreneurs to pitch their ideas for a chance to secure funding for startup expenses. The events also offer an opportunity for networking, exchanging ideas, and learning from others in the business community. As a part of SOIN programming, Growth Talks will be expanded to cover the three-county region. The SOIN program manager will coordinate the expanded program, which is intended to generate excitement and interest in the possibilities of investing in the region’s companies. This will create a tighter-knit ecosystem of innovators across the region.
   3. **Innovators Roundtable -** The Innovators' Roundtable will be a quarterly event designed for entrepreneurs to mingle, make connections, and collaborate on ventures. These unstructured gatherings will be a place for attendees to share their stories of triumphs, failures, and lessons learned. To make this gathering more accessible throughout the region, SOIN will provide food, beverages, and, most importantly, rotate venues across the region each quarter.
2. Foster strong connections and collaboration among existing partners through intentional connection, reflection and planning by implementing and managing:
   1. **ESO Quarterly Meetings and Annual Retreat -** Collaboration is crucial for the success of this initiative. Quarterly gatherings between ESOs and other stakeholders will build stronger network and cultural capital through bolstering trust, understanding, and alignment between service providers within the ecosystem. One of these quarterly meetings will be an annual retreat where participants can reflect on their achievements and plan. An experienced third party will ideally facilitate the inaugural retreat, which will include sharing each organization's current activities, brainstorming new collaborative opportunities, and conducting an initial holistic ecosystem assessment.
   2. **Regional Annual Ecosystem Assessment -** SOIN will conduct an annual assessment of the ecosystem to identify strengths, areas for improvement, and opportunities for collaboration. The assessment will involve surveys, feedback forms, and interviews completed by ESOs, partners, entrepreneurs, innovators, and attendees. SCRIT partners will review the feedback to ensure that the ecosystem fosters innovation and drives business development.
   3. **Leadership Exchange -** A leadership exchange program will be implemented to increase awareness and cooperation between regional partners. This activity will allow staff to connect, learn from each other, and foster trust. Through curated experiences, employees will build a spirit of interconnectedness and collaborative synergy, gaining a comprehensive understanding of each partnering entity's contributions to the regional entrepreneurial landscape.
3. Advance the operations of SOIN by developing and maintaining effective marketing communications, with a special emphasis on digital marketing.
4. Assist in developing and maintaining strong customer service relationships with new and existing clients, community, and stakeholder groups, those inquiring about services, and partner organizations.
5. Informing small business owners, managers, and partner referral sources about educational resources and engagement opportunities available to them by marketing seminars, courses, and events.
6. Manage and facilitate SOIN meetings and necessary records as directed.
7. Establishes and maintains relationships with key stakeholders and partners of the program.
8. Promoting a positive image of SCDC and the Oregon Small Business Development Center Network through participation in community and professional organizations, representing those organizations at professional meetings and on community committees, and establishing and maintaining credible relations with the campus and local communities, as well as professional organizations.
9. Contribute to a work environment that encourages knowledge of, respect for, and the development of skills to engage with those of other cultures or backgrounds.
10. Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
11. Contribute to the overall success of SCDC by performing other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of principles and methods for promoting programs and services.
2. Skill in organization, coordination, and management of programs and services.
3. Skill in program development and process improvement.
4. Skill in effective communication (both written and oral), including networking
5. An understanding of entrepreneurial ecosystems.
6. Ability to develop and maintain effective and positive working relationships.
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
8. Skill in independent decision making and problem solving.
9. Knowledge of business management and fiscal practices.

**SPECIAL CONDITIONS**

This role will require travel in your personal vehicle (mileage reimbursed) away from the office work site.

Some flexibility in working hours may be required to meet event and program needs.