



Application Process:

Email cover letter and resume to:

erika.fiola@missouritechnology.com

Entrepreneurial Ecosystem Grants Coordinator Missouri Technology Corporation

The Missouri Technology Corporation (MTC) is a public-private partnership created by the Missouri General Assembly to promote entrepreneurship and foster growth of new and emerging high-tech companies in Missouri. MTC seeks a motivated, self-driven, organized candidate to coordinate aspects of MTC's grant programs that support entrepreneurial ecosystems across the state of Missouri. The Entrepreneurial Ecosystem Grants Coordinator is responsible for administrative and operational tasks associated with MTC's grantmaking to entrepreneurial ecosystem partners across the state of Missouri, including but not limited to data management, communications, and relationship management.

Please note that MTC has a residency requirement. All candidates must currently be a resident of Missouri or willing to relocate immediately to qualify for the position.

Background:

Established in 1994, MTC provides statewide leadership in the entrepreneurial community through strategic investments by its IDEA Fund, a statewide venture capital fund; its Missouri Building Entrepreneurial Capacity (MOBEC) program to invest in entrepreneur support programs and infrastructure; and the local innovation center programs. To create more home-grown, high-tech companies, Missouri must support entrepreneurs and foster innovation. It is for this reason that the Missouri Building Entrepreneurial Capacity program (MOBEC) is a cornerstone of MTC's investment strategy. Through the MOBEC grant program, MTC makes strategic investments that expand the support system for entrepreneurs that are commercializing new technologies or that enhance the capacity of Missouri to grow its innovation economy. New grant programs are also being created, piloted, and launched in alignment with the recommendations found in the [Catalyzing Innovation report](#).

Entrepreneurial Ecosystem Grants Coordinator Position

This position will report to the Senior Manager, Strategic Initiatives and is a full-time, exempt position (exempt from earning overtime).

Location: Missouri

Salary and Benefits: Candidates will be compensated based upon experience with an anticipated annual salary within the range of \$45,000 - \$65,000, along with full medical and dental insurance, 401k, paid time off, and paid holidays.

Travel Requirements: Occasional travel throughout the State of Missouri.

Residency Requirement: Must currently be a Missouri resident or willing to relocate to the State.

Main Responsibilities:

In this position, the candidate will be responsible for the coordination of a suite of grant programs that support entrepreneurial ecosystems throughout Missouri, including but not limited to:

- Support the Senior Manager of Strategic Initiatives to develop and implement grant applications and reporting requirements for new and updated grant programs.
- Works with Accountant and Senior Manager, Strategic Initiatives to coordinate processes to award, contract, and distribute funding to grantees.



- Completes intake and review of grant requests and does initial eligibility check.
- Completes intake and review of reporting requirements received from grantees.
- Maintains all electronic grant files in an organized and easy to navigate system.
- Ensure all grant related content on MTC's websites and social media is accurate and up to date.
- Serves as first point of contact for people with questions about MTC's grant programs.
- With Senior Manager of Strategic Initiatives, builds and cultivates relationships with grantees.
- Provides support on other strategic initiatives as needed.

Required Skills/Abilities:

- Clear, effective, and organized written and verbal communication.
- Excellent organizational skills, attention to detail, and strong time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to multitask and remain flexible in a fast-paced environment.
- Customer service oriented with the ability to build and develop relationships.
- Proficient in standard office management, communications, presentation, and productivity tools (e.g. Microsoft Office).
- Must possess valid driver's license and reliable transportation for work-related travel.

Education and Experience:

- Associate degree required; Bachelor's degree from an accredited college or university preferred.
- At least 1 year of project or program coordination experience required, at least 3 years of project or program coordination is preferred.
- Experience managing or with non-profit grant programs is desired.
- Experience in entrepreneur support and ties to the Missouri entrepreneurial ecosystem desired.
- Experience with the advanced manufacturing sector is desired.
- Experience managing social media accounts desired.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Interested candidates should submit resume and cover letter to erika.fiola@missouritechnology.com.

Screening to begin immediately and the position will be open until filled. Resumes received by August 31, 2022 will receive the fullest consideration.

Equal Employment Opportunity Employer

MTC is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status or civil union status, gender (including sex stereotyping and gender identity or expression), genetic information, sexual orientation, or any other legally recognized protected basis under federal, state or local law.