



Application Process:

Email cover letter and resume to:

[Jack.Scatizzi@missouritechnology.com](mailto:Jack.Scatizzi@missouritechnology.com)

## Manager of Ecosystem Engagement (Grants Team Leader) Missouri Technology Corporation

The Missouri Technology Corporation (MTC) is a public-private partnership created by the Missouri General Assembly to promote entrepreneurship and foster the growth of new and emerging high-tech companies in the State of Missouri. MTC seeks a highly motivated, self-driven, organized candidate ideally with strong ties to Missouri's innovation and entrepreneurial ecosystems to be responsible for coordinating and executing the ecosystem-building activities of the organization. This includes managing the organization's grantmaking, sponsorships, strategic initiatives, and marketing and communications activities.

### **Background:**

Established in 1994, MTC provides statewide leadership in the entrepreneurial community through strategic investments by its IDEA Fund, a state-sponsored venture capital fund, and its Missouri Building Entrepreneurial Capacity (MOBEC) program which provides the financial support required to expand the state's innovation and entrepreneurial capacities.

To date, through MOBEC and other matching grant programs, MTC has partnered with more than 60 entrepreneurial support organizations in Missouri communities and awarded a total of more than \$31 million in entrepreneurial-focused infrastructure grants that have served thousands of small businesses. New grant programs are also being created, piloted, and launched in alignment with the recommendations found in the Catalyzing Innovation report.

**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.**

### ***Manager of Ecosystem Engagement Position***

The Manager of Ecosystem Engagement will report directly to the Executive Director and is a full-time, exempt position (exempt from earning overtime).

***Location:*** Missouri

***Salary and Benefits:*** Candidates will be compensated based on experience with an annual salary ranging from \$80,000 - \$105,000, along with full medical and dental insurance, 401k, paid time off, and paid holidays.

***Travel Requirements:*** Occasional overnight travel for out-of-state meetings, and semi-regular travel throughout the State of Missouri.

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

***Supervisory Responsibilities:*** Supervises and oversees the daily workflow of MTC's Grants Team (1-3 members).

### ***Main Responsibilities:***

In this position, you will be responsible for:

- Design and implementation of the organization's grant programs, including [MOBEC](#) and any new grant programs to be created in alignment with the [Catalyzing Innovation Report](#).



- Development of all application, review, and annual reporting materials and forms.
- Management of the solicitation and internal review process for applications across all ecosystem-building funding opportunities.
- Management of the post-award process, including the execution of grant agreements, distribution of awarded funding, and annual reporting requirements.
- Identification and implementation of a grant management platform.
- Design and implementation of additional ecosystem-building activities, including but not limited to sponsorship and microgrant opportunities.
- Provide direction and manage marketing and external communication for the organization, including social media and MTC's newsletter.
- Build and maintain relationships with entrepreneurial support organizations, innovation centers, and other organizations that are active in expanding the state's innovation and entrepreneurial capacities.

***Essential Competencies:***

- Clear, effective, and organized written and verbal communication.
- Ability to interact with policymakers at the local, state, and federal levels, including both legislative and executive branches.
- Ability to work independently on complex and confidential assignments without detailed instruction.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient in standard office management, communications, presentation, and productivity tools.
- Ability to travel as needed for the performance of duties.

***Qualifications/Evaluation Criteria:***

- At least 7 years of project and program management experience is required; preferably in public policy, entrepreneur support, and/or early-stage investment.
  - Project management certification (PMP/PMI or others) is desirable but not required.
- Experience with larger-scale grantmaking is desired.
- Experience in entrepreneur support and ties to the Missouri entrepreneurial ecosystem is desired.
- Experience with marketing or communications is desired.
- Commitment to growing entrepreneurial impact in Missouri is required.
- Must possess a valid driver's license and access to a dependable vehicle for work-related travel.

***Interested candidates should submit a resume and cover letter to, [jack.scatizzi@missouritechnology.com](mailto:jack.scatizzi@missouritechnology.com).***

***Screening is to begin immediately, and the position will be open until filled. Resumes received by April 24, 2023, 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.*