

UWM Lubar Entrepreneurship Center Center Director – Position Description

JOB TITLE: Director, Lubar Entrepreneurship Center (LEC)

JOB SUMMARY:

The LEC Director has overall responsibility for fulfilling the Lubar Entrepreneurship Center mission as defined by university leadership and supporters – including impacting the UWM community through entrepreneurship and supporting the development of new enterprises. Responsibilities include leadership and strategic planning, advancement and stewardship, university and community relations, program development and implementation, operations management and financial controls.

The LEC Director reports to the Chief Innovation and Partnership Officer (CIPO) and works collaboratively with the CIPO, leaders of other UWM strategic initiatives, members of the LEC team and other campus stakeholders to achieve UWM’s broader mission of education, access and research.

RESPONSIBILITIES AND JOB DUTIES:

Leadership and Strategic Planning

- Lead the growth of the UWM Lubar Entrepreneurship Center which serves a broad array of customers including faculty and student entrepreneurs as well as community business leaders and entrepreneurs.
- Provide overall leadership for all center activities including strategic planning, advancement and stewardship, university and community relations, program development and implementation, university and community relations, and operations and financial management.
- Recruit, lead and maintain a core team and campus collaborators to deliver on the LEC mission.
- In collaboration with the university leadership, identify strategic objectives to support the Center’s mission.
- Develop annual objectives and metrics based on strategic objectives, track metrics and regularly and report on key metrics to the University leadership.
- Develop annual work plans in support of the strategic plan.
- Facilitates communication and effective teamwork among the University leadership, staff and other stakeholders to ensure the achievement of Center goals.

Advancement and Stewardship

- Seek external funding for the Center from federal, state and other government funding agencies as well as private funding agencies and in collaboration with University Advancement.

- Propose and pursue realistic but ambitious fundraising goals.
- Work with University Advancement to ensure stewardship key supporters including regular stakeholder reports and meetings.
- Work with University Advancement to cultivate new donors, develop proposals, and lead funded initiatives.
- Support UWM faculty and staff in seeking related support from federal and other funding agencies.
- Work with LEC team to create and maintain development materials.
- Ensure appropriate use of donor funds in keeping with established fund purposes.

University and Community Relations

- Provide regular reporting to CIPO and University senior leadership (Chancellor, Provost, Deans)
- Develop and maintain external advisory boards and network as appropriate for Center
- Develop and maintain community network for investors, advisors and entrepreneurs to serve as a resource for UWM entrepreneurs and guide the development of Center programs.
- Develop and maintain linkages with community initiatives that seek to support the development of an entrepreneurial ecosystem in the Milwaukee Region.
- Coordinate and help lead broader campus efforts to cultivate innovation and entrepreneurship.
- Maintain linkages with technology transfer and partnership efforts of the UWM Research Foundation.
- Establishes effective working relations with community groups, organizations and non-profit groups.
- Sustain positive working relationships with relevant elected officials and supporters, working in collaboration with University Government Relations.
- Work collaboratively with other organizations, public and private, for profit and not-for-profit, to develop mutually beneficial programs.
- Respond to media inquiries in a professional and timely manner.
- Initiate contact with media organizations as appropriate to achieve outreach and/ or advocacy goals.
- Partner with University leadership as appropriate to ensure consistent messaging with media relations and/ or in the public arena.
- Assure successful marketing of the Center.
- Contribute to the development and execution of creative promotional campaigns to increase participation with the Center.

Program Development and Implementation

- Lead the development and implementation of educational programs within the Center including, student-facing entrepreneurial programs, invited speakers, pop-up classes,

ideation sessions, investor showcase events, community outreach events and faculty-facing innovation events.

- Support and deliver programming content in coordination with Center staff.
- Coordinate with campus units on development of new curricular programs and revisions to existing curriculum that integrate entrepreneurship, innovation and experiential learning.
- Maintain linkages to the UWM Research Foundation programs including intellectual property management, patenting and licensing, catalyst grants, bridge grants, and ENGAGE mentor programs to maximize impact of Center programs and UWMRF programs.
- Develop new community facing initiatives in collaboration with community partners to strengthen ties to the greater Milwaukee community and foster the development and success of new enterprises in the Milwaukee community.
- Support the continued delivery of the UWM Startup Challenge and the expansion of this program to support entrepreneurship at UWM.
- Expand and maintain existing programs to support new enterprise creation by UWM faculty and students and support the development of new programs to encourage new venture creation working with Center staff and campus collaborators including the Lubar College of Business.
- Develop and maintain programs to link the investment community (including angel investor, venture capital investors and other early state investors) with UWM and the Entrepreneurship Center including mentorship programs and similar programs working with Center staff, UWM Research Foundation and other collaborators.

Operations Management and Financial Controls

- Develop and maintain management controls for the Center
- Ensure compliance with University policies and practices
- Provide reporting to campus leadership
- Maintain and administer appropriate financial controls
- Develop and track status metrics for UWM administration
- Coordinate space utilization in the Center working in conjunction with the CIPO and university leadership.
- Manage all day-to-day work with staff to assure effective operations and the timely accomplishments of goals, tasks, and projects.
- Maintain office policies and procedures and ensures staff and university compliance.
- Maintain official records and documents.
- Make effective use of paid staff, contractors, interns, and volunteers.
- Maintain a climate that attracts, keeps, and motivates quality people throughout the organization.
- Oversee the recruitment, employment and release of all personnel, both paid staff and volunteers, as authorized in the annual operating budget of the Center. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

- Ensure compliance with federal, state and local regulations.

PREREQUISITES:

Minimum Requirements:

- **Education** – Bachelor’s degree
- **Innovation/Entrepreneurship Experience** – Demonstrated ability to work in a highly entrepreneurial environment, solve problems creatively and exhibit a high degree of self-sufficiency, including progressive responsibilities working with innovation or entrepreneurial setting
- **Communication Skills** – Demonstrated excellent writing and oral communication skills

Preferred Qualifications:

- **Advanced Degree** – Advanced degree(s) in science, engineering, management and/or law or commensurate industry and entrepreneurial experience
- **Work in University Setting** – Demonstrated 3 or more years experience working in academic or university setting to build programs in entrepreneurship
- **Entrepreneurial Program Development** – Demonstrated experience in building entrepreneurial programming including business development or incubation programs
- **Business Launch** – Demonstrated success in development, launch and scaling of new enterprises
- **Fund Raising** – Demonstrated success in fund raising from private or government sources
- **Organizational Leadership** – Demonstrated ability to lead an organization including management and financial controls, including 5 or more years with responsibility for budget and outcomes
- **Program Coordination** – Demonstrated ability to coordinate programs with multiple constituencies.
- **Organizational Skills** – Highly organized and able to prioritize multiple tasks and responsibilities

HOURS: Full time (or 75% minimum with concurrent UWM appointment)

Center Director should be available during core hours from 8:00 a.m. to 5:00 p.m. Monday through Friday. In addition, Director may need to be available for community and university functions outside of core hours, including evenings and weekends. Director may exercise discretion in working remotely with coordination of their supervisor and within the standards for a professional work environment.

STATUS: Exempt

TRAVEL: Occasional local and domestic travel may be required for conferences, marketing activities and meetings with partners.

PHYSICAL REQUIREMENTS:

Usually normal office working conditions where temperature is controlled. Constant use of hands and arms to input data into computer and/or other office equipment including but not limited to computer, keyboard, calculator and telephone. Must be able squat and stoop to retrieve files and other materials. Must be able to sit for long periods of time. Must be able to converse directly and by telephone.

PROFESSIONAL DIMENSION ATTRIBUTES:

Knowledge of Position: Demonstrates the professional knowledge necessary to perform assigned job responsibilities effectively.

Productivity/Activity: Produces accurate, thorough, organized and punctual completion of responsibilities and assignments.

Quality of Work: Produces quality work that reflects the highest professional standards expected.

Communication/Team Building/Interpersonal Relations: Communicates effectively with donor, faculty, volunteers and colleagues. Relates to constituencies in a professional, collegial and cooperative manner. Maintains and projects a professional image.

Reliability/Attendance: Works required hours and demonstrates a willingness to accept flexibility in those hours to complete assignments. Sets and maintains regular office hours, if applicable. Arrives at the office and all internal and external appointments punctually.

Creativity/Initiative/Self-Motivation: Assesses and improves procedures and processes for assignments and goals. Overcomes obstacles creatively, professionally and effectively.

Supervisory Skills: Provides motivation, guidance and feedback to staff. Establishes a relationship of mutual respect and trust with subordinate(s). Confronts and resolves issues constructively.

Judgment: Makes intelligent and informed decisions in the best interest and standards of the mission of UWM Foundation, and is willing to accept the responsibility for outcome of those decisions and actions.

Professional Conduct: Maintains a professional demeanor and acts in a manner consistent with the ethics, policies and values of the Foundation.