Cal Poly Humboldt Sponsored Programs Foundation
Job Announcement
This is not a state position.

POSITION: Director, Tech Futures Group (TFG Director)
SCHEDULE: Exempt
SUPERVISED BY: Associate Director, Norcal SBDC
LOCATION: Work from Home- Anywhere in the San Francisco Bay Area
HOURS: NEGOTIABLE: 15-29 hours/week
SALARY: $50.00 - $75.00/hour DOE

GENERAL DESCRIPTION
Norcal SBDC’s Tech Futures Group (TFG) propels technology companies to succeed through no-cost impact-driven mentorship. TFG works with tech companies in verticals including software, hardware, mobile, internet, telecom, life sciences, clean tech, and bio tech. Accepted clients have access to experienced Advisors who specialize in pitching to VCs, IP law, financial projections, and SBIR/STTR grants. Since launching in June 2012, TFG has helped 1,184 companies to raise just over $595 million in funding by leveraging our unique ecosystem. At its core are a team of a dozen highly recognized and highly skilled business consultants and Entrepreneurs-in-Residence who are also well established within the innovation community of the greater Bay Area.

The TFG Director develops, enhances and maintains partnerships with corporate associates and collaborators in the business, technology and venture capital communities; focuses on business development and pipeline maintenance; provides leadership for development, implementation, and daily operation of the Tech Futures Group programs and activities; and supervises and directs consultants as appropriate to meet objectives and program goals. This position is actively involved in resource development.

The TFG Director reports to the Associate Director for Northern California Small Business Development Center (Norcal SBDC). Norcal SBDC is the fiscal host to Tech Futures Group and operates as a program of Cal Poly Humboldt’s Sponsored Programs Foundation.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES
- Establishes and maintains strong collaborations with local, regional and statewide organizations focused on technology-based business development and entrepreneurship including university technology transfer offices, business plan competitions, and investor forums.
- Establishes and maintains collaborations with business accelerators, incubators, venture capital and angel groups.
- Works with the Associate Director to develop sources of funding for TFG growth, including sponsorships by partner organizations.
- Provides oversight for and empowers team to maintain strong client portfolio;
- Sets annual goals with Entrepreneurs In Residence and oversees progress made towards goals;
- Identifies and executes on opportunities that will allow for the TFG Team to create further impact;
- Directs data analysis of performance, including use of benchmarks and metrics;
- Assists Associate Director in legislative activities related to technology and TFG;
- Oversees relationship between TFG and SBDC Centers statewide;
- Other duties, as assigned.
REQUIRED KNOWLEDGE and ABILITIES:

Knowledge of:
- Technology and innovation sectors—broadly—and multiple verticals within the technology field.
- Venture capital, corporate venture capital, and angel communities—their culture and funding processes.
- The current landscape of technology incubators, accelerators and shared work spaces.
- Technology startup processes and the right people to accelerate their development.
- Budgeting and accounting principles and practices.
- Data management and analysis concepts.
- Influencers in the high-tech startup world and access to them.

Ability to:
- Drive business development.
- Inspire and propel entrepreneurs forward.
- Be influential in the entrepreneur and venture capital communities.
- Speak in public and make presentations to small and large groups.
- Develop and maintain effective working relationships with a variety of stakeholders.
- Compose reports, correspondence and articles.
- Analyze the relationship between financial performance and program performance.
- Actively monitor and manage budgets.

MINIMUM QUALIFICATIONS:

Education:
- Bachelor’s degree in technology, business, finance, or a related field.
- Master’s Degree preferred.

Required Experience
- A minimum of eight years relevant experience working within one of the following fields: technology startups, tech transfer and commercialization, venture capital/angel groups, tech accelerators/incubators, or small business development.
- Experience building partnerships and fundraising in the tech sector.
- Knowledge and experience in supervision of professional level staff.

APPLICATION PROCEDURE:
Qualified applicants should submit the following items via email to Kendra Higgins at careers@norcalsbdc.org
1. Cover letter
2. Résumé
3. Three professional reference contacts
4. Cal Poly Humboldt SPF Employee Information Form for Applicants

Application review date: November 18, 2022. This position is open until filled.

OTHER INFORMATION:
Tech Futures Group is annually funded by the Northern CA Small Business Development Center. Northern CA SBDC receives its funding from the federal Small Business Administration (SBA) and the California Governor’s Office of Business and Development (GO-Biz). This is not a state or federal position.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual
orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at https://hraps.humboldt.edu/reasonable-accommodation. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.