

## Executive Director

### A. General

1. Title: Executive Director
2. Reporting Relationship: The director serves at the pleasure of the board of directors of the \_\_\_\_\_ Incubator. The executive committee of the board shall be responsible for evaluating the performance of the director.
3. General Responsibilities: The director functions as the executive director of the staff of the incubator. Accordingly, the director is responsible for the management of all incubator activities. Thus, the position requires high levels of leadership, organizational and management capabilities.

The director shall manage and direct the affairs of the incubator so as to achieve its intended mission.

### B. Specific

1. Working Relationships: The primary external working relationships established and maintained by the executive director shall include:
  - a) The clients of the incubator.
  - b) The research offices of the major universities of the state with a focus on the University of \_\_\_\_\_ in \_\_\_\_\_.
  - c) The Advanced Technology Institute.
  - d) Key industry leaders in the state.
  - e) Venture capital groups.
  - f) Other capital resource centers as may be appropriate to the incubator.
  - g) Key trade, civic and professional organizations as appropriate to the incubator's priorities.
  - h) The \_\_\_\_\_ Chamber of Commerce.
  - i) The \_\_\_\_\_ Economic Development Council.
  - j) The national research laboratories in the state.
  - k) High tech companies in the state in which research activities afford opportunities for significant advancement in the stated purpose and mission of the incubator.
  - l) Firms, entities and individuals actively involved in Small Business Innovative Research projects and grants that complement the purpose and mission of the incubator.
2. Responsibilities: The following responsibilities are delegated by the board of directors to the executive director:
  - a) To search out, analyze and recommend clients for the incubator according to established prerequisite admission standards.
  - b) To prepare, modify and execute the strategic plan of the incubator.
  - c) To develop and implement the annual operating plan of the incubator as approved by the board.
  - d) To provide timely and informed communications to the board relative to the operation of the incubator.

- e) To direct employees and contractors to achieve the agreed-upon objectives.
- f) To supply timely and cogent services to the clients of the incubator to ensure the maximum chance of business success to the client companies.
- g) To carry out all commitments made contractually between the incubator and any other legal entity.
- h) To conduct the affairs of the incubator in accordance with applicable state and federal laws and regulations.

3. Experience/Background: The ideal executive director should have the following qualifications:

- a) A college degree in engineering, business or the physical sciences is required. An advanced degree would be beneficial.
- b) The candidate should have experience in business start-ups in the technology area.
- c) A track record in successfully transferring technology from academe to the private sector is essential.
- d) The applicant should have relevant experience in the management of small companies.
- e) The applicant should have a successful record of "networking" skills and community interactions, relating to business development.
- f) The executive director should have past experience in the "incubation" process for start-up companies.

4. Authorities: The executive director shall have the following authorities:

- a) To hire and terminate employees and contractors as required to execute the strategic and operating plans of the incubator.
- b) To execute contracts and legal documents with legal entities.
- c) To screen client candidates according to the prescribed admission criteria approved by the board of directors.

5. Compensation:

- a) Salary — TBD
- b) Incentives — TBD
- c) Benefits — TBD