

## POSITION DESCRIPTION

Position Title: Executive Director

Incumbent: Ann Lansinger

Reports to: Jeff Pillas, Baltimore Development Corporation

Position Purpose: (short description)

The Executive Director provides leadership and vision for the Emerging Technology Center and, as such is expected to perform in a highly responsible and ethical manner. This position is responsible for strategic planning; management of budgetary, administrative and programmatic functions; Board of Directors relations; and team building and supervision of ETC staff. The Executive Director sets policy, determines annual goals and objectives, implements industry Best Practices, and engages in outreach to area universities, federal labs, economic development agencies, and local businesses.

Job Duties and Description: (global description)

Administration:

- Personnel: Working within budget, determine proper staffing levels, develop position descriptions, hiring and supervision of all ETC staff.
- Represent ETC to BDC and other funding organizations
- Board of Directors: Establish relationships, committees, roles and tasks for Board members; staff Executive Committee, Equity Committee and other committees, as required.
- Prepare annual report

Operations:

- Budget: Approve, submit for funding, and defend budget, as developed by Director of Operations
- Arrange for annual financial audit
- Develops client and staff facility rules and regulations
- Provide oversight to Director of Operations on marketing and client recruitment functions.
- Office functions: With Director of Operations, develop sets of tasks, functions, and methods to accomplish routine office operations

Programmatic:

- Set goals and provide oversight of mentoring program
- Participate in admissions, business reviews and mentoring ETC client companies

Outreach:

- Determine outreach goals, set schedule of outreach visits for staff

- Participate on various external Boards, Committees and Commissions as appropriate

Other duties as required.

**Knowledge Skills and Abilities:**

Must possess first rate verbal and written communication and interpersonal skills, and working knowledge of business management principles, budget formulation and maintenance, property management and leasing, computer literacy, knowledge of BDC rules and regulations

**Education and Experience Requirements:**

BA Degree in Business Administration or equivalent experience in incubator management; at least 5 years increasingly responsible experience in incubator administration.