

Job Description

Job Title: Innovare Community Curator
Reports to: Heather Hage, President & CEO
FLSA Status: Full time exempt
Eligibility: U.S. Citizens Only

About us:

The Griffiss Institute (GI) is a nonprofit talent and technology accelerator for the United States Department of Defense and an international network of academic, government and industry partners. Since 2002, the GI has served the Air Force Research Laboratory Information Directorate (AFRL/RI), the Mohawk Valley region, and the United States, empowering diverse teams with talent and technology development programs that lead the nation in technical and economic impact. Devoted to converging teams and technologies to solve complex national challenges, the GI is proud to enable its international network from its home at Innovare Advancement Center in New York's picturesque Mohawk Valley.

Innovare Advancement Center is a 150,000 square foot open innovation hub that converges world-class scientific, engineering, and entrepreneurial talent from universities, government, and industry to tackle new challenges in artificial intelligence, machine learning, cybersecurity, quantum, and unmanned aerial systems. Innovare's unique capabilities include highly specialized laboratories for experimentation in quantum communications and neuromorphic computing, 40,000 square feet of high-tech and high-speed communications-enabled collaboration spaces, an auditorium with capacity for over 250 people, a 50-mile drone corridor for advanced unmanned aircraft operations, and coming in spring 2022 – an indoor sUAS research and testing facility with 22,500 square foot indoor flight testing area - the largest in the United States.

Visit <http://www.innovare.org> and <http://www.griffissinstitute.org> for more information.

Job Summary:

We are seeking an energetic, entrepreneurial and impact-oriented community builder to advance our mission as an international talent and technology accelerator. As the Innovare Community Curator, you will curate and grow the Innovare community – a global network of world-class scientific, engineering, and entrepreneurial talent from universities, government, and industry – from startups to investors to partner incubators and venture development organizations.

You will act as the voice, tone, and moderator of Innovare Advancement Center through community engagement and digital presence to build Innovare's reputation, brand awareness, and community trust. You will create linkages and connect that which is disconnected into a more cohesive ecosystem - initiating and developing new relationships and nurturing productive partnerships with innovative engagement strategies, digital campaigns, targeted marketing, and entrepreneurial programs. You will link the core team of academic, industry and government partners who founded Innovare Advancement Center with the outside world, in meaningful ways; designing and hosting bespoke events that move the Innovare mission forward with focus and intention. You will treat all guests and visitors with gracious professionalism.

You will motivate and drive interorganizational teams to push new boundaries, maximizing the utilization of Innovare's highly specialized resources to help startups tackle new challenges in artificial intelligence, machine learning, cybersecurity, quantum, and unmanned aerial systems. You will stimulate entrepreneurial teams to form new tech startups to start strong and grow healthy in the Mohawk Valley.

You are already an entrepreneur or intrapreneur – an enthusiastic dot connector who will derive professional satisfaction from supporting Innovare community members to navigate our resources and leverage our powerful network to achieve their vision of success for their project or enterprise. You will make the success of Innovare's partners your own success, every day.

Your core teammates internally will be GI team leaders in technology transfer, startup incubation, marketing, and logistics. You will also work seamlessly in partnership with colleagues in the Air Force Office of Research and Technology Applications, the State University of New York, NUAIR, AX Enterprise, the City of Rome and Oneida County government, NYSTEC, and an array of motivated professionals from defense and aerospace companies in the Griffiss Business and Technology Park, as well as technology and economic development organizations locally, regionally, and internationally. You will be a strengths finder and coalition builder, and you will represent the GI and Innovare in these communities with the highest standards of ethics and professionalism, always.

You will have a strong network and have the discipline and capacity to expand it every day. You have experience identifying and capturing new opportunities with external partners with interest in new technologies, and you know how to spot R&D with high potential for commercial opportunity. You know what IP, I-Corps, and IPO are - without Googling. You are a nationally certified I-Corps instructor or are willing to train to become certified. Ideally, you have experience in the convergence of academia and industry with the department of defense. You have sound, basic technical foundations but see the big picture, have excellent communication skills, and you are passionate about breakthrough teams and technologies with potential to shape our future world.

You can talk to anyone, and you treat everyone with respect irrespective of rank, position, gender, ethnicity, or education. You want to be part of a strong, dynamic team that meets its mission with ruthless focus and tireless dedication because you understand the necessity and impact of converging diverse technical and entrepreneurial teams to protect and empower our country's security and competitiveness.

Essential Functions

- Culture: Lead the advancement of a diverse, inclusive, connected and entrepreneurial culture across Innovare Advancement Center – and drive execution of key events and initiatives to help everyone get there. Lead and manage internal teams, interorganizational teams, and contractors, to shared success.
- Strategy: Research, analyze and communicate project objectives and trends to support future and ongoing projects. Provide independent thought and judgment to support critical activities and objectives. Develop project strategies, proactively engaging appropriate stakeholders and ensuring stakeholder views are managed towards the best solution.
- Communications: Chair and facilitate meetings and distribute minutes or notes as appropriate. Organize, attend and participate in stakeholder meetings. Prepare necessary presentation materials for meetings. Lead tours of Innovare Advancement

Center. Plan and execute bespoke events large and small that move the mission forward – with support from leadership and cross-functional project teams.

- Management: Ensure project deadlines are met. Evaluate project changes, assesses project risks and issues and provide solutions where applicable.
- Organization: Follow up and follow through. Use software programs to process data and interpret the results through critical thinking. Undertake project tasks as required. Ensures projects adhere to frameworks and all documentation is maintained appropriately for each project. Track project budgets, conduct reasonable financial forecasting, project evaluation and monitoring. Perform routine administrative functions including word processing correspondence, memos and reports.
- Behavior: Meet deadlines, prioritize company assignments and maintain professional composure under pressure and dynamic conditions. Adjust to new situations encountered on a daily basis and have the ability to learn new duties quickly. Work well with others, both inside and outside of the company.
- Complete other duties, as assigned by the President.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:

Bachelor's degree in technical or business, with at least three years' experience in a similar role.

Certifications and Licenses:

PMI-PBA Certification is compelling. Valid state driver's license – must meet insurance underwriting requirements.

Language Ability:

Multilingual is a plus. Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to seek clarification on project activities. Ability to research and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Desired candidates have awareness of business fundamentals, including basic models and diagrams.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office programs including Outlook, Word and Excel and Smartsheets, Unanet, iSolved and a variety of

other basic internet software.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This role requires regularly traversing Innovare Advancement Center's 150,000 square foot facility for tours and talks. While performing the duties of this job, the employee is regularly required to sit and talk or hear.