

Associate Director, Startup Programs & Tech Incubation
Worcester Polytechnic Institute

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Downloaded On: Sep. 7, 2024 10:12am

Posted Jul. 18, 2024, set to expire Nov. 9, 2024

Job Title	Associate Director, Startup Programs & Tech Incubation
Department	Technology Commercialization
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director Professional Staff
Academic Field(s)	Entrepreneurship Business - General
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Job Description

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JOB TITLE

Associate Director, Startup Programs & Tech Incubation

LOCATION

Worcester

DEPARTMENT NAME

Technology Commercialization

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DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

The Associate Director for Startup Programs and Tech Incubation works with WPI faculty inventors to assist in identifying the potential for new start-ups and provides assistance for the startups' development. Meets informally and formally with incubator companies on a regular basis to support their successful development. Providing technical assistance, access to shared facilities, and counseling in business operations and strategy. Acts as a link between faculty inventors and the business world, providing support with strategic planning, problem-solving, fund-raising and opportunity assessment.

JOB DESCRIPTION

Responsibilities:

- Oversee and manage the day-to-day operations of the incubator program.
- Collaborate with key WPI stakeholders to establish and optimize the incubator operating processes including recruitment, operations, program management and budget.
- Evaluate and select promising manufacturing startups to participate in the incubator program based on established criteria.
- Work with incubator companies to help assess their equipment needs, connecting them to appropriate WPI or external facilities.
- Provide mentorship and strategic guidance to the incubated startups, assisting them in refining their business models, manufacturing processes, and operational strategies.
- Foster a supportive and collaborative environment within the incubator, encouraging knowledge-sharing and networking opportunities among startup founders.
- Establish and maintain relationships with key stakeholders and partners of the program.
- Measure and report key indicators regarding the performance and impact of the incubator program.
- Connect startups with relevant industry experts, investors, and potential customers to facilitate their growth and access to resources.
- Conduct regular progress reviews and assessments of each startup's performance, offering constructive feedback and identifying areas for improvement.
- Monitor and track the incubator's overall performance metrics, such as startup success rate, funding raised, and job creation.
- Cultivate relationships with strategic partners, industry associations, and governmental organizations to strengthen the incubator's network and access to resources.

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- Performs other duties as assigned.

Requirements:

- Bachelor's degree in a STEM related field of study required.
- Master's degree in in a closely related field of study preferred.
- Three (3) to five (5) years of related experience with professional-level program management experience
- Five (5) to eight (8) years of related experience preferred.

Please include a cover letter with a resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Associate-Director--Startup-Programs---Tech-Incubation_R0002857

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live,



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and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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