

OVERVIEW

The Washington Technology Center (WTC) is a state-chartered economic development organization. WTC is committed to increasing innovation and technology throughout the state of Washington, in all industries and economic sectors.

WTC focuses on designing and implementing programs that directly impact Washington and Pacific Northwest companies, research institutions and entrepreneurs through our mission of sparking ideas, forming connections between people and resources, and fostering job growth to position Washington as a national technology leader.

The Applied Engineering Process Laboratory (APEL) is a technology business start-up center located in the Tri-Cities area of Eastern Washington. APEL, which is owned and operated by Energy Northwest (ENW), has engineering and manufacturing scale space as well as wet labs, bio labs, and electronic laboratories. APEL's mission is to provide opportunities for efficient and effective business startup and development, validation, and commercialization of new product lines complements that of WTC. Similar to WTC's customers and partners, entrepreneurs, engineers, scientists, and businessmen developing new businesses, as well as university staff, all have access to the APEL facility.

WTC and Energy Northwest are looking to hire a full-time position in which the incumbent will spend approximately 50% of their time serving as the Director of the APEL facility and 50% of their time providing WTC Outreach in Eastern Washington. The APEL Director/WTC Outreach Manager will support the missions of both organizations by providing outreach and support to high technology start-ups and growing businesses in Eastern Washington. The primary areas of focus for APEL will be to provide sales, marketing, administrative and financial management for the APEL facility. The primary areas of focus for WTC will be to provide project leadership for WTC's services and support relating to the Federal SBIR and STTR grants program, as well as to provide outreach support for WTC's other programs such as the Research and Technology Development grant program, the regional angel networks and the Small Business Consulting services offered by WTC.

This position reports to the WTC Director, Research and Program Operations and is based at the APEL facility in Richland, WA.

MAJOR DUTIES AND RESPONSIBILITIES:

APEL Director (half-time):

Public Relations, Sales and Marketing (0.2 FTE)

- Oversee client sales and marketing. Represent APEL to key networking institutions and referring organizations.
- Oversee interface with press and media. Oversee planning and execution of public/media events.
- Support APEL tenants by providing initial business support and counsel for APEL tenants. Transition to other organizations/experts as appropriate.
- Serves as interface for APEL tenants on matters including customer relations, lease terms, tenant improvements, tenant compliance and disputes, and customer service/support.

Planning and Management (0.15 FTE)

- Set direction and strategy for APEL facility. Gain ENW and APEL Advisory Board approval. Implement approved plans and directions.
- Provide appropriate reports to Energy Northwest management.
- Manage APEL in accordance with Energy Northwest policies, direction and any relevant legal contracts and agreements.

- Manages and controls external interfaces with community and governmental entities, local, regional, and state economic development institutions, and national and international visitors.
- Plans, schedules and conducts APEL Advisory Board Meetings. Manages the interface with the APEL Advisory Board.

Administration and Finance (0.15 FTE)

- Develops budgets based on approved APEL objectives and operating plans.
- Provide guidance to APEL staff, including APEL Facilities Coordinator.

The APEL Facilities Coordinator has full responsibility for day to day administration, operation and maintenance of APEL. The APEL Director will provide guidance to the Facilities Coordinator to ensure alignment with APEL plans and objectives. The APEL Director will provide input to appropriate ENW manager on performance reviews and goal setting for the Facilities Coordinator and other ENW staff assigned to APEL.

WTC Outreach Project Manager (half-time):

Extend WTC's reach across the state to facilitate technology-based economic development via interaction with eastern Washington organizations and businesses. These include local high-technology businesses and start-ups as well as local organizations within the Tri-cities such as Battelle/PNNL, Lockheed Martin Information Services, APEL, ENW, and TRIDEC.

In addition, the APEL Director will lead WTC's Small Business Innovative Research (SBIR) project. This project will expand the number of small technology-based companies successfully attracting funding from US federal agencies for early product research and development. The SBIR/STTR Project Manager will be responsible for setting the future direction of this program. This includes planning, budgeting, scheduling and supervising any staff assigned to this project. It also involves being the primary liaison to the Federal Small Business Administration in Washington, D.C. as well as working with the WA state branch offices.

The Outreach Project Manager will partner with other members of the Research and Program Operations Team, located in Seattle, to manage and administer the RTD and other grant programs in which we participate.

The successful candidate will be expected to provide outreach and training to researchers and high technology companies who would benefit from receiving a WTC Research and Technology Development award or one of the grants provided by the Federal Small Business Administration. This person should be experienced in academic research, grant administration, high technology and/or start-up environments.

- Project Manage all activities associated with WTC's support of the SBIR and STTR programs
- Serve as the focal point for interaction between WTC and the Small Business Administration
- Facilitate partnerships between researchers and entrepreneurs or high technology companies for the purposes of commercializing new technologies across the state
- Support the Project Coordinator for the semi-annual RTD grant administration cycle
- Travel to colleges and universities across Eastern Washington to provide training and outreach to researchers and high technology businesses
- Establish and maintain effective relationships with college/university and local business contacts that impact the growth of WTC programs regionally
- Help develop new economic development programs that will benefit high technology start-ups in Eastern Washington

OTHER POSITION COMPONENTS

- Provide outreach and support for other WTC programs such as the Angel Networks and Small Business Consulting Services.
- Help communicate with communities in Eastern Washington regarding all WTC programs and initiatives such as Nanotechnology, Energy and our Microfabrication Laboratory facilities.

- Collaborate with MFLab Sales Engineer on regionally focused lab service educational campaigns and generation of lab customers.

CONTACTS AND INTERACTIONS

Primary Interactions Include: Washington Universities, local companies, local community and government representatives, Battelle/PNNL, Lockheed Martin Information Services, APEL, ENW, TRIDEC, WTC executive management, Marketing and Communications, RTD Project Manager, Angel Networks Manager and Small Business Consulting Services Manager.

Supervisory Responsibilities: Dotted line supervision of two APEL/Energy Northwest employees.

QUALIFICATIONS

Required Skills / Experience:

- Bachelor's degree in science, engineering or business
- 5-7 years experience in a high-technology start-up or rapidly growing technology business
- Experience applying for, winning and administering state and federal grants
- Excellent presentation and communication skills
- Experience managing people and administering budgets

Equivalent education / experience may substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Desired Skills / Experience:

- Advanced degree in science, engineering or business
- Strong networking skills
- Experiencing establishing and maintaining relationships with companies, universities and other non-profit organizations

Success Factors:

- Demonstrated ability to effectively work with and influence individuals with responsibility at high levels of organizations and academic institutions
- Demonstrated ability to propose and drive successful programs through organizations aligned with strategic objectives
- Sales and Marketing Experience

FIRST YEAR GOALS

- Drive APEL to achieve a favorable margin, in the range of 1-5%
- Establish a sustainable business plan for SBIR/STTR program
- Help drive RTD program growth as measured by:
 - Increased number of fundable RTD proposals from Eastern Washington
 - Increased number of awards granted to Eastern Washington (both Federal and State)
 - Increased average dollar amount of awards going to Eastern Washington
- Help improve RTD program quality as measured by:
 - Increased success rate for recommendation of submitted proposals
 - Better alignment of proposals and awards with WTC served/targeted markets

The Washington Technology Center is an equal opportunity, affirmative action employer with a policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.