

Job Description

Regional Manager, Upper Susquehanna

Position Status: Exempt Staff, Full-Time
Name: Open
Supervisor's Title: Chief Investment Officer
Supervisor's Name: Wayne Barz

General Purpose

To lead and direct entrepreneurial and advanced manufacturing activities in the Upper Susquehanna Region of Pennsylvania (Counties of Bradford, Columbia, Lycoming, Montour, Northumberland, Schuylkill, Snyder, Sullivan, and Tioga) on behalf of Ben Franklin Technology Partners of Northeast PA (BFTP_NEP). In general, the Regional Manager will establish and maintain contact with early-stage technology companies, innovative manufacturers, industry groups, economic development community leaders, organizations, and educational institutions. Leading and working with these partners to deliver our services and serve as our lead contact in supporting our mission in the innovation economy of the region.

Major Responsibilities:

Identify and support the development of start-up and early-stage technology-based firms for potential BFTP_NEP investment.

Identify and support the development of innovative manufacturing firms for potential BFTP_NEP investment.

Support clients through our funding approval processes, connections with our network of advisors and investors, and general mentoring and coaching on business issues.

Working within the BFTP_NEP Portfolio Group, manage client projects through our funding process:

- Evaluate client business, product or process, and fit with our mission.
- Determine potential level of regional job impact.
- Supervise project contracting and progress.
- Collect and evaluate client financials and support general client progress and performance.
- Manage client's loan and interest payments.

Develop and implement programs and projects to facilitate economic development efforts on behalf of BFTP_NEP and in support of other partners in the Upper Susquehanna region.

Manage the incubation and client support program at the Bloomsburg Regional Technology Center (BRTC):

- Promote the available space at BRTC to attract new tenants.
- Manage and develop incubator programs and policies that deliver educational, networking, and other entrepreneurial support services to clients located in the BRTC.

- Monitor and document tenant history, occupancy levels and other key performance indicators.
- Serve as a back-up to the Facilities Assistant.

Working with hospitals, colleges, private companies, and non-profit organizations, provide leadership to the Upper Susquehanna region in support and development of the life sciences and healthcare technology industries.

Establish and maintain contact with entrepreneurial and manufacturing ecosystem leaders, colleges and universities, hospitals, state and federal government, investors and the business support network in the Upper Susquehanna region.

Interaction with company founders will likely be a daily activity and the job will require a complicated balance of delivering support for the client and support for our organization.

Prepare reports as necessary.

Perform other duties as assigned.

Requirements:

Job requires an individual with formal business training, technology competence, and demonstrated experience in sophisticated business, financial, and management skills such as arranging financing and evaluating business/technical risk:

- Master of Business Administration degree or related field with a minimum of 5 years of technology or manufacturing industry experience, or:
- Bachelor's degree in Business, Finance, or related field with 5 - 10 years of technology or manufacturing industry experience.

Strong listening, writing, interpersonal, and organizational skills.

The position will also require presentation skills for sharing the Ben Franklin story with a wide variety of stakeholder audiences and sizes.

Prior experience in the following areas is a plus:

- Managing multiple clients or projects.
- Interacting with colleges, hospitals, and economic and community development entities.
- Working with company financial statements and/or financing options.

The successful candidate will utilize an office in the Bloomsburg Regional Technology Center in Bloomsburg, Pa.

Occasional travel outside the region is required.

Note:

This position description does not list all responsibilities, skills, efforts, or working conditions associated with the position. It reflects principal job elements. Ben Franklin Technology Partners reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.