



Position:

Innovation Center Manager (On-site)

Classification:

Temporary 9-month contract position

The Union River Center for Innovation is seeking an Innovation Center Manager to oversee all operations and administration of the Union River Center for Innovation and to act as the liaison between the Center, its ongoing activities, and the City of Ellsworth. The Manager will assist entrepreneurs and tenants in coordinating business coaching, marketing, and networking opportunities for their business and growth.

Specific Responsibilities Include:

1. Identify and seek out new entrepreneurs/startup businesses (“clients”) to enter the Center’s programming. Promote the Center and its programs.
2. Assist with fundraising and grant writing.
3. Conduct outreach and networking at various local, regional and statewide events.
4. Provide client support, through scheduled and ad-hoc on-site and virtual appointments. Intake, maintain, track, and follow-up on all appointments.
5. Coordinate and provide marketing contractors with materials for use on website and social media. Assist in marketing, branding, and promotion of the Center.
6. Coordinate with educational/coaching contractors to develop and execute workshops and mentoring sessions.
7. Document progress of clients and their ventures.
8. Establish relationships and collaborate with other statewide co-working spaces, incubators, accelerators, and various entrepreneurial support organizations/programs. Provide referrals for more specialized help for clients.
9. Coordinate and update leases for all tenants located at the Center (incubator, private office, and co-working space) and help manage/track payments and scheduling.
10. Manage customer support systems: 800 number, website inquiries, email inquiries, site tours, and walk-in customers.
11. Help develop and implement market studies, customer satisfaction surveys, and other assessments to quantify metrics for program and financial evaluation.
12. Act as the liaison between the Center/clients and the City of Ellsworth.

Please send resumes to Janna Richards, jrichards@ellsworthmaine.gov by September 9th at 5pm.

Contract requires candidate to carry an insurance policy providing complete broad form comprehensive general liability insurance.

Posted on August 30, 2021.