**Position Description**

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<td>Position:</td>
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**POSITION DETAILS**

**Job Summary:**
Under the general direction of the Venture Catalyst Senior Associate Director, the Associate Director is responsible for managing programs and providing resources to support technology commercialization and the formation of new university-associated startup companies. The Associate Director serves as a point person with business and technical expertise, engaging directly with innovators and entrepreneurs to facilitate a pathway from research to commercial impact through startup growth and development.

The Associate Director will work in close collaboration with InnovationAccess and other campus partners and engage with industry representatives and investors to develop and implement programs that facilitate funding for translational research and in direct support of startups commercializing university technologies. The Associate Director will also assist entrepreneurs in developing the most effective strategies to leverage various sources of funding, including from government entities and foundations, to de-risk and advance development of foundational technologies.

Additional responsibilities include but are not limited to assisting Venture Catalyst in its efforts to build strong relationships within the innovation ecosystems in Northern California and beyond, raising the visibility of university technologies and startups among key audiences, and tracking and evaluating unit metrics with a focus on customer service and quality improvement.

**Campus Job Scope:**

**Department Specific Job Scope:**
As one of two Associate Director positions in the Venture Catalyst, it is anticipated that this position will have a primary emphasis in life sciences with a focus on supporting new venture development derived from university technology. This is a leadership position focused on enabling funding and new venture support mechanisms to support university researchers engaged in translational research and entrepreneurs focused on developing startups based on university technology.

**Positions Supervised:**
NA
### Essential Responsibilities:

**55% INNOVATION & NEW VENTURE RESOURCES**
- Cultivate a pipeline of innovators and startups by engaging with diverse groups of university-associated entrepreneurs, academic departments, labs, and centers, as well as student classes, program, and clubs and assessing research and innovation activities for new technology commercialization opportunities.
- Identify barriers to new startup formation that exist for university-associated innovators and entrepreneurs and develop strategies to overcome them.
- Manage relationships with a portfolio of life sciences innovators and startups, regularly assessing needs, effectively moving through program workflows, and proactively identifying and solving problems.
- Assist entrepreneurs with navigating internal policies and processes relevant to university innovators and startup founders and executives, including intellectual property, conflicts of interest and commitment, and other compliance aspects.
- Develop and manage innovation and entrepreneurship programs and partnerships, organize workshops and events, effectively deliver services, provide business guidance, and facilitate connections to internal and external resources and networks to support the formation and growth of university-associated startups.
- Collaborate with partners on the Davis and Health campuses to coordinate and support innovation and entrepreneurship programs and activities.
- Develop and manage mentor and entrepreneur-in-residence programs focused on providing dedicated support and strategic guidance to life sciences innovators and startups.
- Work closely with AVC, Senior AD, Foundation & Corporate Engagement team, and other partners to develop specific strategies for soliciting targeted support for Venture Catalyst initiatives developed to support translational research, technology commercialization, and startups.

**35% INDUSTRY & INVESTOR ENGAGEMENT**
- Enable investment opportunities by developing relationships with incubators, accelerators, and investors focused on life sciences startups, establishing regular mechanisms for engagement, and facilitating connections and follow-up actions with innovators and startups.
- Conceptualize and implement preferred investor and partner programs targeting relationships with core interest areas aligned with university life sciences innovation and startup strengths.
- Facilitate corporate partnership opportunities by attending industry conferences and innovation events, organize partnering activities involving innovators and startups, and managing follow-up activities.
- Work closely with AVC, Senior AD, Foundation & Corporate Engagement team, and other partners to develop strategies for establishing proof-of-concept, seed, and venture investment funds targeting university-associated technologies and startups.

**10% METRICS, COMMUNICATION & PROGRAM ADMINISTRATION**
- Establish, track, and report on key performance indicators for innovation and new venture resources and industry and investor engagement activities and regularly evaluate metrics for quality improvement.
- Support internal and external communications activities and initiatives that promote innovation, entrepreneurship, and technology commercialization and raise the visibility of innovators, technologies, and startups among key audiences.
- Represent unit at campus and community events, develop marketing materials, and create and provide presentations to academic, investor, and business audiences.
- Conduct research and analyze trends and opportunities in intellectual property, investment, technology commercialization, and business dynamics to inform engagement with team, partners, innovators, and startups.
- In collaboration with Senior AD, lead support staff on a program, project,
or specific assignment basis, assisting with managing workloads, solving problems, and providing input on performance.

Physical Demands:
- Sit for extended periods of time at a computer.
- Lift and maneuver boxes of paper and files weighing up to 50 lbs.
- Work overtime including evenings and weekends and/or holidays to meet business needs.

Work Environment:
- Work remotely to meet deadlines and operational needs.
- Provide own transportation to off-site events and meetings.
- UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) is strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

**QUALIFICATIONS**

Minimum Qualifications:
- Bachelor's degree in life sciences or any equivalent combination of education and experience.
- Experience in project and client relationship management including designing and defining a scope of work and deliverables schedule for the appropriate timeframe and needs and expectations of the client.
- Working knowledge of startups, non-dilutive and venture funding, and technology commercialization activities.
- Interpersonal and communication skills to work effectively and diplomatically with people from diverse ethnic, economic and cultural backgrounds, including students, staff, faculty, prospective donors, and the general public including distinguished visiting scholars.
- Organizational and time management skills to lead and execute multiple simultaneous projects, set priorities, track progress, meet deadlines and meet performance targets.
- Experience developing and executing strategic and tactical plans to design original and creative programs and assess the success of the programs to develop solutions and devise program improvements.
- Experience using advanced skills in Word, Excel, and Power Point and use of third party databases.

Preferred Qualifications for Selection:
- Advanced degree in life sciences, or any equivalent combination of education and experience.
- Experience working in both academic and corporate environments to provide guidance on and engage in translational research and technology commercialization.
- Experience developing business plans, financial models, investment pitches, and business development and fundraising strategies.
- Knowledge of University of California policies and rules governing intellectual property, equity, licensing, technology transfer and related conflicts of interest and commitment policies and ethical requirements.

**SIGNATURES**

**Employee**
I have read this position description and understand its contents.

**Supervisor**
This position description accurately describes the essential responsibilities assigned to this position.

**Department Head**
This position description accurately describes the essential responsibilities assigned to this position.