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| <b>Job Title:</b>   | <b>Manager, Global Technology and Innovation</b> | <b>Position Type:</b> | Full-Time   |
| <b>Department:</b>  | Global Tech and Innovation                       | <b>Reports to:</b>    | Senior Vice President, Global Technology and Innovation |
| <b>Position Summary</b>   |  |                       |   |
| <p>Under the direction of the Senior Vice President of Global Technology and Innovation, the Manager is responsible for managing and executing the company formation, technology, and innovation strategies and initiatives of the five-county regional Innovate Austin program in conjunction with overall economic development department objectives.</p>   |  |                       |   |
| <b>Roles and Responsibilities</b>   |  |                       |   |
| <p>The Manager’s primary function is to assist the Global Technology and Innovation team with the following:</p> <ul style="list-style-type: none"> <li>• Monitor and measure the state of the innovation ecosystem, investment activity and innovation trends that impact the Central Texas Innovation ecosystem and coordinate and support appropriate strategies.</li> <li>• Prepare and complete monthly expense reports and track annual operating budget and key milestones to meet the goals of the global technology and innovation team.</li> <li>• Prepare regional economic data interpretation and presentation</li> <li>• Facilitate relationship building among key innovation ecosystem leaders, corporate enterprises interested in the innovation ecosystem, angel investors, venture capital investors, and other investors and leaders.</li> <li>• Manage Chamber engagement with key organizations, including local and global incubators, accelerators, trade associations, university, and other innovation ecosystem organizations.</li> <li>• Track relevant innovation ecosystem information including startups, venture capital activity, and other investment data as well as departmental reach and distribution.</li> <li>• Serve as chief planner, organizer, and scheduler of all innovate Austin events and meetings from start to finish according to requirements, target audience and objectives.</li> <li>• Maintain Innovation business contact lists and VIPS for programming and events.</li> <li>• Process and handle communications with 700+ Chamber members re SXSW badges.</li> <li>• Manage judging, nominations, and finalist process as well as all vendors and incoming and outgoing communications to ensure attendance goals are met for the Austin A-List Awards.</li> <li>• Proactively target, reach out to and secure meetings with companies and venture capital investors for out of region marketing trips.</li> <li>• Prepare materials appropriate for each domestic and international trip such as meeting background/purpose, biography, and gifts.</li> <li>• Provide support for Economic Development Council meetings, Opportunity Austin meetings, Advanced Investor meetings, Regional Partners meetings and other meetings/events throughout the Chamber, when needed.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Four-year degree or relevant certification</li> <li>• Demonstrates a working knowledge of general office skills, internal procedures, and computer software skills (Microsoft Word, Outlook, Excel, Power Point) as well as association/ database management system experience</li> </ul> |  |                       |   |



**PREFERRED SKILLS**

This position requires an individual who possesses the following qualities and skills and has a desire to be part of an energetic, fast-paced team:

- Professional, “can-do” demeanor
- Energetic, highly motivated, self-starter
- Team player with positive attitude
- Open to taking direction and learning new skills
- Excellent organizational skills
- Able to multi-task and work a variety of types of projects with short deadlines
- Able to time manage and prioritize multiple requests from Team members
- Able to articulate and communicate effectively
- Good interpersonal skills and works well with others

Last Updated By:

Colleen Pate, Chief of Staff

Date:

October 7, 2021