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<b>Job Title</b>	CSI Technology Incubator Director
<b>PVN ID</b>	SI-2407-006343
<b>Category</b>	Managerial and Professional
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Economic Development and Community Partn
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$95,000.00 - \$120,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 23, 2025 (Or Until Filled)

## General Description

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Grounded in the Liberal Arts tradition, the College of Staten Island (CSI) is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York, which has provided access to excellence in higher education since 1847, CSI offers that same opportunity in New York City's Borough of Staten Island. CSI is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic-mindedness, and nurture responsible citizens for our city, country, and the world.

### About the CSI Technology Incubator

The CSI Technology Incubator was created to develop a robust technology ecosystem on Staten Island's north shore, making it the borough's first start-up program dedicated to technology innovation. This tactical and business development program for tech start-up companies has quickly flourished into a borough-wide resource supporting entrepreneurs, small businesses, community members, and students of all ages. In furtherance of its commitment to digital equity, the Incubator supports learning and awareness of technology while providing opportunities for young adults to collaborate with start-ups to solve real-world problems.

### Position

The College of Staten Island seeks a dynamic and visionary leader for the position of Director of Technology Incubator. This individual will manage the 4,000 sq. ft. incubator space operations, oversee a diverse team, and implement strategic plans to foster entrepreneurship, community engagement, and education.

## Other Duties

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- **Operational Management:** Oversee the day-to-day operations of the CSI Tech Incubator, including management of the facilities, ensuring a conducive environment for innovation and growth.

- **Program Development:** Design and implement relevant programs for incubator members, students, and the community that align with the incubator's mission and goals.
- **Team Leadership:** Manage a team of diverse talents, including interns, to effectively support the incubator's objectives.
- **Strategic Planning:** Develop and execute strategic plans to enhance the incubator's impact on entrepreneurship, community engagement, workforce development, and education.
- **Business Development:** Facilitate business development services for incubator members, promoting and marketing incubation services and capabilities externally.
- **Community Collaboration:** Collaborate with community stakeholders and advance partnerships to stimulate economic development in the borough.
- **Facilitate and Cultivate Integration:** Foster strong connections between the Incubator, other College departments, and the local business community to create synergies with private sector startups, thereby enhancing job and internship opportunities for students and community members.
- **Resource Identification:** Identify and develop resources relevant to the needs of incubator members, including funding opportunities from private and public sources.
- **Marketing and Recruitment:** Oversee and manage the Incubator's marketing and branding campaigns to effectively promote its services, attract potential members, and enhance its visibility and reputation within the community and beyond.
- **Fundraising and Grant Management:** Lead fundraising efforts to support the sustainability and growth of the Incubator by identifying and securing financial support from private and public sources, including writing grant proposals. Manage and maintain existing grants to ensure compliance and successful outcomes.

## Essential Functions

- Provide support to incubator members.
- Coordinate day-to-day operations.
- Develop and implement relevant programming.
- Market and recruit members.
- Collaborate with community stakeholders.
- Identify funding resources.
- Raise funds from private and public sources.
- Perform other program-related tasks or special projects as assigned.

## Qualifications

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- A Bachelor's degree is required; a Master's degree is preferred.
- A minimum of 5 years of experience in business development or business consulting.
- Strong verbal and written communication skills.
- Excellent interpersonal and organizational skills.
- Knowledge of technology incubation programs.
- Experience in any aspect of small business or personally owning/operating a commercial venture.
- Analytical thinking with the ability to interpret and apply guidelines, policies, procedures, and rules using sound judgment.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Skill in developing new workflows and business processes.

- Effective communication and interaction with a diverse group of internal and external contacts.
- Meticulous attention to detail.
- Superior oral and written skills in technology-mediated communication.
- A highly motivated self-starter who can take initiative and work independently.