

**MILWAUKEE REGIONAL INNOVATION CENTER, INC.
TECHNOLOGY INNOVATION CENTER LLC**

EXECUTIVE DIRECTOR & CEO

The Milwaukee Regional Innovation Center, Inc. (the “Corporation”) and its subsidiary Technology Innovation Center LLC are seeking a highly qualified individual to assume the role of Executive Director and CEO.

POSITION PURPOSE

The Executive Director is responsible for overseeing all aspects of the organization, ensuring that it is operating efficiently and effectively to meet its mission and goals. The Executive Director is the face of the organization, working closely with the Board of Directors, park occupants, tenants, developers, community leaders, government officials, local academic institutions, and the public. The Executive Director will ensure that staff members are aligned with the organization's mission and vision and that they are working together to successfully achieve strategic objectives. The Corporation has always had a close-knit culture in which there is a high priority for communication, recognition, and collaboration. The Executive Director needs to be aligned with the organization’s culture and will continue to enhance it through positive leadership. As an organization that has used real estate development and property management as catalysts to fulfill its broader mission of economic and community development, the Executive Director will need to know how to market, do lease management, and stay on top of repairs, replacements, and maintenance, in addition to having a deep understanding of the challenges facing businesses, especially those in the start-up phase, have the ability to mentor and encourage these businesses, be familiar with university technology commercialization, be familiar with start-up funding sources, and provide referrals to external resources within the entrepreneurial eco-system that will help companies thrive. While additional staff will be competent at day-to-day operations, it will be necessary for the Executive Director to be strategic and visionary and be able to set long-term goals for the organization.

ORGANIZATION MISSION STATEMENT

The mission of the Corporation as successor to the Milwaukee County Research Park Corporation has evolved over time but remains focused around using land development and facility management as the means to create jobs, tax-base, and economic growth in the region. Currently, the Corporation manages the Milwaukee County Research Park and the Technology Innovation Center, an award winning, 137,000-sq. ft. high-technology business incubator – one of the largest in the United States. The Corporation operates more in line with private sector businesses, than with a branch of government, philanthropic organization, or academic department.

The Corporation is organized exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and Chapter 181 of Wisconsin Statutes. Its purposes as set forth in its Articles of Incorporation include but are not limited to:

(i) create a center for encouraging entrepreneurship motivated by the desire to generate new employment opportunities and stimulate technology development.

(ii) pursue innovation and development of research products for the benefit of the Milwaukee Regional Medical Center, area universities and technical schools, as well as the Milwaukee area, the state of Wisconsin and the region.

(iii) support and house new and developing businesses engaged in technology development, scientific research, and related activities, and to modify and rehabilitate and develop a technology innovation center to further these purposes.

RESPONSIBILITIES & QUALIFICATIONS

In addition to the general responsibilities described above, the Executive Director will be responsible specifically for the following:

- a. Develop and implement strategic plans that meet business goals and objectives of the organization created in partnership with the Board of Directors. In conjunction with the Board Chair, ensures that new Board members receive a high degree of orientation regarding said plans, goals, objectives, and methods of operation.
- b. Ensure commitment to and compliance with all applicable laws and regulations across the organization. Create a culture of transparency and communication within the organization.
- c. Develop positive relationships with key stakeholders, including other community leaders, business organizations, area universities and other educational institutions, and government agencies.
- d. Develop financial strategies, finance-related performance metrics, and annual budgets. Work closely with the organization's auditors, accountants, benefit administrators, insurance agents, and other applicable vendors.
- e. Keep, or cause to be kept, the official records of the Corporation, and all such records which are legally required; ensure compliance with all local, state, and federal regulations of a non-profit organization doing business in Wisconsin. Be familiar with the Corporation's Bylaws and other governing documents.
- f. Have an in-depth knowledge of real estate development, land management, building construction, common area maintenance, zoning, building codes, covenants and restrictions, building mechanical and structural systems, and other

aspects of real estate. Draft leases, development agreements, maintenance, and repair contracts. Review, approve, or refer to the Corporation's Project and Architectural Committee (the "PARC") building plans, property changes, signage, or other matters required by Research Park Design Standards.

- g. Serve as official spokesperson and main public relations contact for the organization. Develop effective marketing strategies and educational programs as needed, ensure adequate exposure on social media, maintain an attractive website, and represent the organization at various conferences, seminars, and other events.
- h. Possess a high degree of personal and professional integrity. Be able to relate to the challenges facing founders of start-up businesses. Provide counseling and encouragement to these individuals.
- i. Stay apprised of "best practices" associated with economic development and the start-up entrepreneurial eco-system. Possess interdisciplinary skill sets.
- j. Develop job descriptions for additional staff. Hire, train, supervise, and, when necessary, discharge employees. Be responsible for establishing compensation rates and benefits for all staff, subject to Board approval. Conduct annual performance reviews for staff members.
- k. Complete all other tasks as designated by the Board of Directors and, in keeping with the small size of additional staff, be prepared to perform any of their duties as required because of absence due to sickness, vacation, or other reasons.

EDUCATION AND EXPERIENCE

Qualified candidates should possess the following and have skills that broadly include:

- a. At least a bachelor's degree from an accredited college or university. A Master's degree in real estate, finance, architecture, business or public administration or related field is preferred.
- b. Previous experience in a senior leadership role in real estate, finance, economic development, research parks, business incubators, or similar fields.
- c. Exhibit excellent financial management, government relations, relationship management and marketing skills as well as a demonstrated knowledge of the nonprofit sector. In-depth knowledge of best practices in management and

governance. Has strong organizational skills, pays attention to detail, and can manage several projects simultaneously.

- d. Strong aptitude for verbal and written communication and presentation.
- e. Candidates must be self-starters with a strong work ethic. Successful candidates will also demonstrate an understanding and appreciation of the Corporation's mission.
- f. Demonstrated ability to develop and implement successful strategic plans. This position requires a hands-on approach and candidates must be willing to assume a wide variety of responsibilities.

REPORTING

The Executive Director reports to the Board of Directors, specifically its Chair, and from time-to-time other committees as may be created by the Board. This is a full-time salaried position, and the Executive Director is expected to work on average 40 hours per week throughout the calendar year with increased hours during peak periods and as needed. This requirement excludes holidays and annual vacation.

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY

The Corporation does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

COMPENSATION AND BENEFITS

The Executive Director will be compensated semi-monthly. Starting salary range is \$140,000 to \$160,000, based on relevant experience. Health insurance and retirement benefits commensurate with those provided by similar organizations and the private sector will be provided and are subject to negotiation.

APPLICATION PROCEDURE

Please submit resume and cover letter no later than 5:00 p.m. local time Friday July 22, 2022 by email to gtm@mcrpc.org, by mail or delivery to Chair of the Board of Directors, Milwaukee Regional Innovation Center, 10437 Innovation Drive, Suite 123, Wauwatosa, Wisconsin 53226-4815. Review of all applications and interviews will be conducted by a Search Committee which will recommend the best qualified candidate to the Board of Director for approval.