

Thames River Innovation Place (TRIP)

www.thamesriverinnovation.org

Executive Director

The Director is responsible for overseeing all existing and future TRIP programs, developing and implementing the organization's strategic plan, and managing the daily operations of the organization. As the sole employee, the Executive Director must be able to balance their time between the long term goals of the organization and near term deadlines including financial reporting, budgeting, marketing, public relations and all program management and data tracking. Interfacing with both CTNext and TRIP project leads, the Executive Director is responsible for ensuring that TRIP-funded projects meet their approved goals and are responsible stewards of public funds.

Responsibilities Include:

- Promote the mission of the organization, leading day-to-day activities in the pursuit of the strategic vision set by the Board of Directors.
- Serve as a proactive liaison with the business community, government, non-profits, etc. to build relationships and identify needs for collaboration for the existing and new TRIP programs.
- Identify and assist with the establishment of new projects that enhance the Thames River Region's bluetech entrepreneurial ecosystem. Continue to serve as an advisor and coordinator for all TRIP approved projects.
- Represent TRIP by serving as the Board of Directors (Board) representative to all funded projects.
- Serve as financial manager for the organization including day-to-day financial operations, monthly financial reporting to the BoD, quarterly financial reporting to funders, annual budgeting and tax filings.
- Continue to foster and further advance through continued communication strong relationships with CTNext and the other Innovative Place communities
- Assist the Board and the project Leads in developing and implementing fundraising plans including grants, special events, sponsorships and corporate and small business solicitations.
- Maintain a working knowledge of significant developments and trends in cultural, economic, and political environments in the region. Position the organization to effectively deal with emerging and changing business trends and needs.
- Organize monthly Board meetings; including preparing an agenda, materials for review/approval .
- Work with project Leads to ensure all project milestones, performance indicators, and deliverables are met.
- Ensure all quarterly grant reporting requirements are met in a timely fashion.

Desired Skills:

The Director must have strong leadership skills; consensus builder traits with the ability to work with a diverse population of community leaders and volunteers; have strong verbal and written communication skills and an extensive knowledge of finance and budgeting.

Experience:

- The ideal candidate will have previous experience and an established network in the blue tech space.
- Five years' experience shepherding ideas from the visionary stage through to production.
- Demonstrated experience in strategic planning, project management and fundraising.
- Demonstrated knowledge of state funding reporting requirements.
- Demonstrated knowledge and understanding of the economic and cultural environment.
- Experience with marketing, press releases, and public relations.
- Must have computer skills in Zoom, Google Docs, Word, Excel, PowerPoint, website management, and social media.
- Familiarity with Quickbooks and standard financial reporting (P&L statements, Balance Sheets, Cost-Center reporting) desired. Ability to coordinate with bookkeeping on reporting, accounting firm on tax filings, and audit firm on annual reviews.
- Bachelor's degree required. Master's preferred.

Supervision:

- The Executive Director works closely with TRIP's executive Board and reports directly to the Chairperson of the Board and Board of Directors.

To apply for this position please submit a cover letter and resume to admin@thamesriverinnovation.org.