UW-Extension’s Division of Entrepreneurship and Economic Development (DEED) is seeking a Business Development and Technology Commercialization Consultant (formal title: Outreach Program Manager II) for the Wisconsin Entrepreneurs’ Network (WEN). The position is located in Madison and reports to the state WEN Director.

WEN’s business assistance activities include providing technical assistance to innovative, high-impact Wisconsin companies. As defined by WEN, a targeted high-impact company has a sustainable competitive advantage, the potential for high-growth, an innovative component, and the ability to bring in capital and sales dollars from outside the local community. Through its network, WEN provides business assistance services and links over 100 governmental and not-for-profit organizations that assist Wisconsin businesses to further business and economic development across the state.

UW-Extension’s Division of Entrepreneurship and Economic Development (DEED) supports Wisconsin entrepreneurs through the Wisconsin Entrepreneurs’ Network (WEN) and the Small business Development Center (SBDC) network.

**SUMMARY OF RESPONSIBILITIES:**

- Technical assistance – Guide and assist targeted high-impact companies within the region relating to business development, intellectual property, technology commercialization, state and federal funded research, development funding opportunities and access to capital through the venture and angel investment funds.
- R&D funding expertise – In combination with the two WEN Regional Directors provide statewide expertise to the WEN network in R&D funding opportunities including expertise in Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) grants.
- Program development – Identify targeted high-impact companies and make them aware of available services. Work with WEN staff to coordinate and plan WEN activities, to provide training seminars and workshops on issues impacting targeted high-impact companies, to explain WEN to local and regional organizations and to strengthen relationships with WEN partners and with other organizations.
- DEED grant programs – Take a lead role in the review and evaluation of grant applications submitted to DEED by targeted high-impact companies. Advise applicants on the selection of Service Providers and assist applicants in the development and evaluation of grant deliverables.
- Business referral – Link or refer businesses to appropriate resources including those within the WEN network and the University of Wisconsin-System.

**MINIMUM REQUIREMENTS:**

- Bachelor’s degree.
- Minimum of one (1) year experience in business development, or as a business advisor, or business owner.
- Background experience in economic development with an emphasis in commercialization of innovation.
- Background experience in life sciences, physical sciences, engineering or business.
- Background experience in federal R&D funding, including SBIR or STTR grant programs.
- Background experience in financial public or private sector work.
- Demonstrated project management skills.
• Demonstrated ability to work independently and as a member of a team.
• Demonstrated experience in client service.
• Excellent oral and written communication skills, including public speaking.
• Ability and willingness to travel regionally and statewide.

DESIRED QUALIFICATIONS:
• Masters or terminal degree in related field.
• Working knowledge or experience in business development, technology analysis, intellectual property protection and licensing, and commercialization of technology.
• Demonstrated high-degree of self-direction, initiative and motivation.

COMPENSATION
UW-Extension offers competitive pay and a highly competitive benefits package (http://www.uwsa.edu/hr/benefits/uben.pdf); the full-time salary rate for this position is no less than $54,314. Actual salary will be commensurate with skills and experience.

APPOMNT
This is a full-time, fixed term terminal position available on December 1, 2012 and ending on September 30, 2013.

APPLICATION PROCEDURE
To ensure full consideration, applications must be received by November 26, 2012. Applicants should submit a cover letter describing their qualifications and experience as they relate to the responsibilities listed above, a professional resume, and the names, addresses and telephone numbers of three references.

Position will remain posted until filled.

For reporting purposes only, all applicants are requested to submit an “Affirmative Action/Equal Employment Opportunity Data Sheet” available at http://www.uwex.edu/jobs/documents/survey.pdf.

Under Wisconsin Statues, UW-Extension is required to provide, upon request, a list of all nominees and applicants who have not requested in writing that their identities remain confidential. The identities of all finalists must be released upon request. The request for confidentiality form is available at http://www.uwex.edu/jobs/documents/notice.pdf.

Applications should be addressed to:
Donna McLaughlin
Division of Entrepreneurship and Economic Development
432 N. Lake Street, Rm 423
Madison, WI 53706
Phone: 608/263-7794
Email: donna.mclaughlin@uwex.edu

A detailed position description is available online or contact Donna McLaughlin at the contact information listed above.

The University of Wisconsin-Extension is an Affirmative Action/Equal Opportunity employer and actively seeks and encourages applications from women, minorities and persons with disabilities. It is our policy to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.
Employment is contingent on establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.