



GRAND RAPIDS PROGRAM ASSOCIATE

POSITION SPECIFICATION

POSITION: Program Associate

ORGANIZATION: Spartan Innovations (SI, wholly-owned subsidiary of the MSU Foundation)

LOCATION: Grand Rapids, Michigan

REPORTING RELATIONSHIP: Director of Health Innovations

WEBSITE: www.msufoundation.org

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THE EMPLOYER

The Michigan State University Foundation is a private, non-profit research foundation associated with Michigan State University, the premier land grant university in the nation. The Foundation was formed in 1973 as an independent foundation chartered to promote, encourage, and aid scientific investigation and research at the university; assist with patent matters and perform trust functions for the university's fundraising organization.

Today, the MSU Foundation is focused on helping Michigan State University achieve its objectives around economic development through the commercialization of intellectual property created by its faculty, staff, and students. Michigan State University is among the top 100 research institutes in the world with expenditures exceeding \$700M annually.

The MSU Foundation manages an endowment built from decades of licensing revenue. In addition to providing over \$10 million in research funding to MSU annually, the MSU Foundation is focused on technology commercialization, economic development and placemaking. Through our subsidiary organizations – Spartan Innovations (SI), Red Cedar Ventures (RCV), Michigan Rise Pre-Seed Fund III (MR), and select real estate assets – the MSU Foundation is a key partner in the Michigan State University Innovation Center along with MSU Business Connect and MSU Technologies.

ABOUT SPARTAN INNOVATIONS

SI's objective is to help drive entrepreneurs to develop their ideas, create business plans and successfully launch a business.

Once a project is identified, SI works with the inventors through a series of steps designed to drive towards an eventual entity formation. These steps include a discovery phase, a validation phase, and a planning phase where people and funding are identified. The end goal is to launch an entity capable of executing the plan.

The MSU Foundation and Spartan Innovations are affirmative action, equal-opportunity employers.



SI provides many resources to help launch entrepreneurial ventures including commercial/market assessment, commercial development planning, start-up advising, business documentation and support services, mentoring programs, business accelerator program, venture fellows, entrepreneurs-in-residence, internship programs, business plan development, gap funds and grant funding.

SI also works in concert with Red Cedar Ventures, the venture arm of the MSU Foundation. It is expected that entities created through the SI process will pitch to Red Cedar Ventures and Michigan Rise Pre-Seed Fund III for early-stage funding.

JOB BRIEF

The Program Associate is responsible for assisting the SI Grand Rapids (GR) team with identification, introduction, and facilitation of meetings with SI and the entrepreneurial community in West Michigan.

Job overview:

- Assists the Director of Health Innovations and SI staff with all functions related to management of information from companies and coordination/alignment with SI staff in East Lansing (EL)
- Assists the Director of Health Innovations with Salesforce maintenance, deck development, writing/editing, and company tracking
- Candidate will have a passion for health-related technology, a customer service-oriented mindset, the ability to quickly and efficiently accomplish numerous tasks
- Help with identification, engagement, and communication with early-stage companies in West Michigan
- Become integrated into the growing startup culture and ecosystem throughout West Michigan
- Be a positive influence and team member in support of our culture and goals
- Proactively manages and coordinates schedules with a high level of attention to detail
- Coordinates with other SI teams statewide to ensure continuity across entities. Helps to ensure SI staff in GR are aware of and included in any relevant meetings/initiatives
- Maintains highly accurate records of interactions with ecosystem organizations, early-stage companies, and governmental organizations
- Assists in the development and maintenance of process documentation as SI GR continues to grow and define its internal and external processes
- Assist with management of best practices, alignment of team goals, and execution of results across regions



Ecosystem activities

- Develops timely insights into events, meetings, news, etc. related to entrepreneurial activities statewide and reports information in a timely way to leadership
- Attends events, meetings, activities (as needed) to generate new contacts and insights into the West Michigan ecosystem
- Generates and enters data into appropriate data systems to better track engagements with outside entities
- Develops data systems to better understand current engagements, new opportunities, and communications amongst organizations.

Team and Professional Development

- Assists in the preparation of updates, presentations, and progress or grant reports as required to SI and MSUF leadership, City of Grand Rapids LDFA Board and Economic Development team, and MEDC
- Works collaboratively with EL team and the City of Grand Rapids to accomplish strategic goals
- Works with Entrepreneurs-In-Residence (EIR) and SI staff to ensure a high level of communication related to tracking and attainment of EIR contract goals
- Works collaboratively with MSUF staff to facilitate coordination of events and marketing, for all things related to the GR SmartZone, BAF, and Gateway Services programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge Skills, and Abilities:

- 2-4 years office experience preferred
- Self-starter with superior work ethic and personal integrity
- Ability to work on a small team with minimal day-to-day oversight
- Passionate about personal development and career mentorship
- Proficient in PowerPoint
- Good technical writing and storytelling
- Strong organizational skills and program management competency
- Ability to prioritize projects and deadlines
- Familiarity with various CRM systems