



Job Title

Manager, Industry Advancement Programs

Classification

Exempt

Reports to

Vice President, Industry Advancement & Engagement

Date

November 2022

JOB DESCRIPTION

Summary/Objective

We are looking for an organized, innovative, and driven professional to work cross-functionally within the organization, as well as across regional innovation & cluster ecosystems, to coordinate initiatives & advance the Regional Industry Strategy's key priorities.

The manager will offer insights, connect relevant resources, and advance the collective efforts of the internal and external teams growing the diverse base of industries. This person will be comfortable analyzing information to identify trends and opportunities, as well as in asserting those as opportunities for the organization to put into action. The ideal candidate will see linkages that may not be obvious. This person will coordinate with marketing and research teams on initiatives that advance business development, supply chain resilience and cluster initiative KPIs that contribute to outcomes that improve regional economic vibrancy. Task management, detail orientation, analytical aptitude, natural curiosity, and innovative creativity will be key to your success.

Key Responsibilities

This role requires excellent relationship management and communications skills, the ability and desire to work cross-functionally on multiple projects simultaneously, and the capacity to thrive

in a fast-paced environment that emphasizes pride in performance accountability. Specific responsibilities include:

- Coordinate with the marketing and business development teams on inquiries generated through Team NEO marketing initiatives such as digital marketing, and LeadForensics
- Analyze Salesforce.com for insights applicable across the organization, including opportunities to connect and align internal and external efforts
- Embed within the organization's business development, projects, sites, talent, engagement, marketing and research teams, sharing strategic needs and insights
- Maintain an inventory of regional and statewide innovation assets, tools, and resources that can be leveraged to drive industry growth and attraction
- Align work with regional partners, stakeholders, and influencers on strategies to spur adoption of new technologies and industry growth
- Support the development, execution, and follow-up on initiatives of the Business Development Council, Industry Advancement Council, roadmapping exercises and task force meetings.
- Support regional extension of current and future local clusters including Water Technology, Advanced Air Mobility, EV & Batteries, Polymers and Energy Storage
- Coordinate Smart Cluster Marketing, Communications and Prospect programs, including content procurement, event support, social media efforts, newsletters, collateral, and website tools
- With marketing team support and stakeholder inputs, advance Smart Manufacturing Cluster programming with a focus on 4 key pillars: Transformation, Innovation, Talent, and Leadership
- Represent Team NEO among local business development teams, external meetings and networking functions as requested.
- Maintain all customer and partner communications, activities, leads and projects within the Salesforce.com CRM tool
- Participate in status meetings with Team NEO and JobsOhio staff and partners as required
- Administrative support for federal, state and regionally funded program grant applications and commitment fulfillment.
- Other duties as required

Critical Competencies

- Passion for the mission
- Integrity and trust
- Drive for results
- Customer focus
- Analytical skills
- Business acumen
- Creativity

- Prioritizing
- Problem solving
- Decision quality

Knowledge, Skills, and Abilities

- Strong group and individual presentation and communications skills, both written, verbal and nonverbal
- Comfortable and familiar with technology, including Office365, Salesforce and Pardot
- Demonstrates significant tact, empathy, objectivity and emotional intelligence in addressing complicated discussions or conflict resolution
- Considers implications, ties activities to metrics and impact – not just task oriented
- The ability to build and develop a brand and sector strategy
- Ability to manage multiple projects and meet tight deadlines
- Excellent time-management and organizational skills
- Excellent written English and verbal communication skills
- Excellent resourcefulness
- Project Management leadership and skills
- Strong presentation, listening and communication skills
- Manage challenging situations and stakeholders
- Strong attention to detail
- Capable of independent and strategic thinking
- Engaged, flexible, motivated and success driven
- Generally no responsibility for direct reports

Required Education and Experience

- Bachelor’s Degree minimum
- One-year to three-years of relevant experience
- Experience in engineering, data analysis, marketing, and business development is helpful

Supervisory Responsibility

Lead agency partners towards campaign objectives

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers to handle or feel; and reach with hands and arms.

Travel

Travel is primarily in-region and to Columbus during the business day, although some early morning and after hours travel may be expected. Expect minimal overnight travel primarily to Columbus. Having access to a vehicle is required.

Additional Eligibility Qualifications

None noted

EEO Statement

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Contact

Interested candidates should send an electronic expression of interest and a resume to:

Laura Hudak
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Team NEO
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Resumes will be collected through November 30th 2022