



POSITION DESCRIPTION - Managing Director, Economic Development

As a direct report to the President and CEO, the Managing Director, Economic Development plays an integral role in supporting BHI client companies and programs. The primary responsibility of the Managing Director, Economic Development is to coordinate general operations and resource allocation at BHI across multiple mission areas including early stage company support programs, client company support, potential client company relationship management, Entrepreneur-in-Residence feedback sessions, Non-Dilutive Funding Program promotion and support activities, and BHI proposal development and contracting opportunities as well as partner and stakeholder engagement that take a variety of forms.

The Managing Director, Economic Development is involved in every component of BHI's business model. This requires knowledge of BHI personnel, our mission, partners and the Maryland community and start-up environment in which BHI works.

CORE RESPONSIBILITIES

- Client/Customer support
 - Business development
 - New program development
 - Non-Dilutive Funding Assistance Program oversight
 - Federal government and other grant/proposal development
 - Coordination of other federal, state and local government outreach for BHI clients
 - RFA response, management/oversight of EDA, TEDCO and other grants
 - Economic development projects management
 - Performance metrics reporting
 - Partnership support and coordination
 - Coordination of workforce development initiatives
 - Weekly newsletter input including new, jobs, events
 - Management of website and newsletter upgrade
 - Program support for BHI hosted events (e.g. BHCR Forum/Crab Trap/Investor Conference)
 - Oversight of Entrepreneur-in Residence feedback sessions and other sources of new projects/opportunities for EIR/analyst feedback and potential consulting/portfolio company support (i.e. SBIR office hours)
 - Manage special partnerships or client relationships
 - Direct new programs providing resources for companies/partners
 - Represent BHI in community and industry organizations as part of business development and outreach activities
 - Represent President and CEO in his absence
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- **REQUIRED SKILLS:** Strong Project Management, marketing, relationship management skills. Knowledge of regional biohealth/start-up community and commercialization process. Ability to work independently and as part of a team. Detailed oriented with ability to adjust daily schedule to changing priorities...