



Director of Innovation

Department: Programs

Supervisor: Chief Operating and Programs Officer

FLSA Status: Exempt

Classification: Full-time

Position Overview

Leads the VelocityTX Innovation Center, a state-of-the-art 17,000-square-foot facility that includes offices, labs, conference rooms, and co-working space. The facility is intended to help biotech and health science companies develop and scale their innovations. Along with an active innovation center, VelocityTX delivers curated technical programming including networking events, workshops, accelerators, and an annual national conference focused on military medical research in coordination with industry and academia.

In essence, VelocityTX helps early-stage companies launch innovative breakthroughs that significantly enhance and save lives at a global level.

Essential Duties and Responsibilities

Strategic work:

- Develops and executes strategic planning for VelocityTX based on the mission, vision, core values, and culture. This annual plan drives program delivery and strategic focus.
- Liaison between clients, advisory boards/board of directors, staff, and funding agencies such as the Economic Development Administration (EDA), State Department, State of Texas, and City of San Antonio, to enhance collaboration to build the startup community in our region.
- Interacts and coordinates with the Texas Innovation ecosystem and represents VelocityTX as its official representative.
- Maintains and expands long-standing MOUs with all major universities and private research laboratories and accelerators locally and nationally.
- Coordinates and utilizes VelocityTX Advisory Committee to provide critical feedback on programming, strategic focus, specialized programming, and other industry-related matters.
- Liaisons between military medical stakeholders, entrepreneurs/institutions/universities, and researchers interested in collaborating with the military for research and commercialization.
- Establishes and maintains governmental, and professional networks with related local, state, national, and international organizations and agencies, including local military medical units, local military medical technology transfer offices, and federal military medical headquarters.

Tactical work:

On an annual basis, VelocityTX executes a variety of programs and initiatives. The following list of responsibilities represents several of our current programs but is subject to change based on impact & strategic focus.

- *Helps manage a 17,000-square-foot facility with 25 offices, 8 wet labs, 3 conference rooms, and co-working space.
- *Helps manage a 5,000-square-foot lab facility with 5 individual BSL 2 labs and 1 shared lab.
- Manages client intake processes, facilitates strategic planning for Innovation Center clients, and helps to facilitate the negotiation and structure of client agreements. Counsels and coaches clients
- Directs a multi-week accelerator, including program curriculum planning, development, execution, and budget oversight.
- Develops, implements, and maintains a world-class Entrepreneur in Residence (EIR) network, and mentorship programs for entrepreneurs.
- Develops, implements, and maintains a CEO roundtable program for established biotech companies to enhance collaboration among executives in the San Antonio region.
- Manages a successful entrepreneurial educational series that develops health technology for use in the military and civilian sectors.
- Develops, implements, and maintains an Incubation program focused on biotech startups looking to position their companies for growth.
- Develops and oversees the establishment of measurable objectives and outcomes for each business development program.
- Identifies and prepares grant-funded proposals and sponsorships for VelocityTX initiatives. Ensure they are disbursed in a timely and efficient manner.
- *Assists with a comprehensive VelocityTX marketing plan (internal and external).
- Builds and maintains VelocityTX database for marketing purposes.
- Represents VelocityTX at workshops, conferences, networking events, and national and international civilian conferences that support the entrepreneurial ecosystem, including the DoD.

** Program support provided by experienced facilities, marketing, and accounting personnel.*

Qualifications

Experience

Four to six years of work experience leading start-up support activities (e.g. incubator or entrepreneurship center management, technology patent and licensing, technology valuation, or working in a start-up environment), including two-year supervisory work experience. Experience working with the military and military medical services.

Education

Bachelor's degree in Business Administration, Life Sciences, Engineering, or related field. Master's degree in Business preferred.

Competencies

Adaptability - Adjusts quickly to changing priorities and conditions; demonstrates flexibility in problem-solving and approaches to work; remains open to new ideas and methods; adapts well to changing environments, responsibilities, and job demands.

Job Knowledge - Competent in required job skills and knowledge; exhibits the ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in the decision-making process; makes timely decisions.

Diversity – Demonstrates an understanding and appreciation of cultural differences; promotes a work environment that respects and includes diverse perspectives; fosters a climate of inclusion and mutual respect; actively works to recruit and retain a diverse team.

Team Leadership - Creates and communicates a clear vision for the team; fosters teamwork and collaboration; provides clear direction and feedback; encourages team members' development and recognition; facilitates cooperation and resolution of conflict within the team.

Achievement Focus - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.

Commitment - Demonstrates dedication to the job and organizational goals; consistently works to accomplish objectives; shows initiative and willingness to take on responsibilities; maintains a positive attitude toward work and follows through on commitments.

Strategic Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

About VelocityTX

VelocityTX, formerly known as the Texas Research & Technology Foundation, is a nonprofit organization established in 1984 to promote sustainable economic and community growth. Governed by a Board of Directors, the organization seeks to advance San Antonio's life sciences industry through the development of a state-of-the-art bioscience innovation campus on the city's near east side. This master planned development will bring together established bioscience companies, healthcare startups, and military medical research organizations in an inclusive community where ideas collide to spur medical breakthroughs. VelocityTX provides entrepreneurial development programming and promotes workforce development through its Step Into STEM initiative.

Interested candidates are encouraged to submit a cover letter and resume to Jessica Harris at Jessica@velocitytx.org