

## JOB POSTING



**CSU STRATA is a private, not-for-profit corporation**, legally separate from Colorado State University (CSU), located in Fort Collins, CO. Founded in 1941, CSU STRATA supports and serves the Colorado State University System (CSU System) through intellectual property management & technology transfer services, strategic real estate management, development services, special project oversight, and operational management. The CSU System consists of Colorado State University Fort Collins (CSU), CSU Pueblo, CSU Global, CSU Todos Santos Center and the CSU Spur campus at the National Western Center.

**Set against the foothills of the Rocky Mountains**, Fort Collins, the Choice City, is a vibrant and growing city overflowing with opportunity. Families, outdoor enthusiasts, and high-tech entrepreneurs feel at home in Fort Collins, the largest city in northern Colorado. With CSU midtown, innovation, and enthusiasm course throughout the city, which is also a hub for craft beer revolution. When you are here, you instantly feel connected – Fort Collins has a friendly, welcoming culture with many groups, spaces and activities designed to bring people together, no matter your interests. Top Industries are education, manufacturing, high-tech and healthcare.

**The Technology Transfer unit of CSU STRATA** accelerates the translation of cutting-edge research from across the CSU System into products and services that enrich people’s lives locally, nationally, and globally. CSU STRATA engages in corporate partnerships and cultivates networks to support a thriving culture of innovation. CSU STRATA serves as a resource for CSU System faculty, staff, and students, connecting them to industry, entrepreneurs, and investors seeking to further research or commercialize technologies developed within the CSU System.

### LAB TO LIFE PROJECT MANAGER

**ROLE:** As a professional contributing staff member, the Lab to Life (L2L) Project Manager will lead the “internal” coordination, administration, and data collection for CSU STRATA’s technology transfer unit working with the recently received grant from the US Department of Commerce, Economic Development Agency (EDA). This grant underpins the Lab To Life venture studio, a program which launches and incubates startup companies out of CSU on technologies owned by CSU/CSU STRATA.

This position reports to the Director, Venture Creation, Technology Transfer and works with the “Entrepreneurs-in-Training” (EIT) to create business models, marketing, and sales efforts, to build impactful companies. The Project Manager (PM) will create reports, write grants, use time management tools, and manage tasks, projects, and operations. The PM maximizes the value and impact of CSU’s research discoveries and innovations for financial and societal impact, supporting, and ensuring the L2L program is consistent and efficient.

#### QUALIFICATIONS      Knowledge/Skills/Abilities:

##### Education:

Required: Bachelor’s Degree. Scientific field preferred.

##### Experience:

Required: Minimum 2 years’ experience in grant/project management, or equivalent functional role at a company, university, or non-profit.

Preferred: 5 years’ experience in grant/project management, or equivalent functional role at a company, university, or non-profit.

### Proven record

- Organizational skills
- Methodical and detail-oriented execution
- Managing timelines and deliverables

### Demonstrated experience

- Statistical analysis
- Managing projects
- Budgeting and expense tracking
- Written communications
- Computer literacy, MS Office, Salesforce, and SharePoint, preferred
- Working with diverse stakeholders

## **KEY JOB RESPONSIBILITIES**

**EDA Project Management:** Provide support and coordinate activities under the EDA grant in support of Lab To Life. Effectively communicate with L2L team, manage meetings, documents, deadlines, grant application submissions. Oversee writing of grants, keep up to date on multiple, active startup/development launches. Work with finance team on grant budgets, support L2L staff, maximize program grant acceptance, and track grant results.

**Compliance Support:** Work with the technology transfer Compliance Director to ensure organization in compliance with all federal requirements relating to performance, reporting and financial oversight, submit timely and complete reports.

**Reporting:** Track productivity and Key Performance Indicators (KPI), make presentations to key stakeholders, evaluate project performance, offer insights to L2L leadership.

**General Responsibilities:** Perform other duties as assigned as necessary to meet and advance CSU STRATA's venture studio objectives.

**NOTE:** This role is currently budgeted and funded at 50% full time equivalent, which is approximately 20 hours per week. This position is funded for three years, beginning November 2022.

**Salary Range:** \$30,000-\$44,000 annualized, depending on qualifications

**Job Type:** Part Time/Nonexempt

**Reports To:** Director, Venture Creations

**Location:** 2537 Research Blvd, Suite 200 Fort Collins, CO 80526

**Remote Work:** up to 100% within the state of Colorado with monthly in-office meetings

**This position is not benefits eligible.**

**To apply:** go to <https://csustrata.org/careers/> **Job will be open for applications through 1/31/2023**

*Note: This position is an at-will position in accordance with the laws of the state of Colorado and the United States federal government. This job description is not a complete statement of all duties and responsibilities comprising this position.*