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<b>Job Title</b>	Business Development Manager
<b>PVN ID</b>	SI-2108-004152
<b>Category</b>	Managerial and Professional
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	CSI Tech Incubator
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$40.00-\$40.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Jul 05, 2022 (Or Until Filled)

## General Description

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Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of The City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Division of Economic Development, Continuing Studies, and Government Relations advances the College of Staten Island's position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential. The mission of the Division, consistent with the College's Strategic Plan, is to support and enhance economic growth and sustainability through higher education opportunity, human capital and talent development, applied research and innovation, entrepreneurship and business cultivation, and stewardship of place. The Division also generates needed resources to support and advance the College's overall Mission, Vision, and Values.

The College of Staten Island Technology Incubator is the first facility within the Borough designed specifically to foster and support technology-related entrepreneurship and start-up companies. Our Incubator seeks to create a new tech-oriented community on State Island, bridging local entrepreneurs with greater New York City and global perspectives, to stimulate economic development and expansion. In support of tech start-up companies and commercialization of faculty research, the Incubator program is designed to nurture business ambitions in the world of technology to the point of actual business development through the use

of shared resources, management expertise, and intellectual capital. The CSI Tech Incubator is also committed to provide tech and innovation programming for students and community members.

Reporting to the Director, the Business Development Manager is responsible for mentoring and advising tech startups participating in the Incubator Program and the Incubator's larger entrepreneurial community. The main responsibility of the Business Development Manager is to pinpoint growth drivers that will help small businesses and startups create long-term value and grow. Additionally, the Business Development Manager will work with the Director to curate new partnerships and opportunities that will directly support entrepreneurs within our network.

## Other Duties

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- Support, mentor, and advise tech startups participating in the Incubator Program and larger entrepreneurial community.
- Pinpoint growth drivers that will help small businesses and startups create long-term value and grow.
- Serves as primary point of contact and liaison with entrepreneurs looking to connect with the Incubator.
- Identify and develop resources that are relevant to the needs of the incubator's members.
- Assist in the development of business plans and ensure effective implementation.
- Identify requirements for prospective markets for entrepreneurs to thrive.
- Analyze potential client requirements for small businesses and startups.
- Analyze business requirements and develop long-term and-short term strategies.
- Develop lead lists for various outreach initiatives
- Performs other duties as assigned.

## Qualifications

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### **Required Skills/Qualifications:**

- Bachelor's Degree
- Knowledge of technology incubation programs.
- Strong verbal and written interpersonal communication skills.
- Experience in working in an innovative, technology-based, collaborative environment.
- Experience closing deals / forming partnerships
- Strong startup network (knows founders, VCs, corporate relationships)
- Experience in any aspect of small business, or personally owning or operating a commercial venture.
- Experience building business relationships
- Ability to communicate and interact effectively with a diverse group of internal and external contacts, including academic professionals, corporate human resource and finance professionals, technical/instructional experts, and entrepreneurs
- Highly motivated self-starter who is able to take initiative and work independently

- High level of organizational skills

**Preferred Skills/Qualifications:**

- Experience working with higher education institutions.
- Proficiency videoconferencing tools and cloud storage systems preferred
- Strong sales skills