



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION: Program Director
STATUS: Exempt
ORGANIZATION: 16 Tech Community Corporation
REPORTS TO: Chief Innovation Officer

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The Program Director for Innovation & Entrepreneurship will be responsible for developing, implementing, and managing a wide array of programs focused on fostering innovation and entrepreneurship within the 16 Tech Innovation District. This role requires a dynamic individual capable of building strong relationships with partner organizations and stakeholders to deliver high-impact programming that supports startups and entrepreneurs.

ESSENTIAL FUNCTIONS

Program Development and Management:

- Design and implement programs at 16 Tech that support cross-sector innovation and entrepreneurship – this would include workshops, mentorship opportunities, and networking events.
- Identify needs and opportunities for new programming and ensure they are aligned with the strategic goals of 16 Tech and meet the needs of our entrepreneurial community.
- Plan and coordinate programming/events related to innovation and entrepreneurship, ensuring high levels of participation and engagement.
- Collaborate with the District events team to ensure space availability, resource alignment and achieve desired outcomes.
- Monitor and evaluate events' success, making necessary adjustments to achieve desired outcomes.

Partner Development and Member Engagement:

- Identify and build relationships with potential partners, including universities, entrepreneurial support organizations, incubator/accelerator programs, and industry.
- Negotiate and manage partnerships to ensure access to resources and expertise at 16 Tech.
- Maintain ongoing communication with partners to ensure successful collaboration and program outcomes.
- Engage with 16 Tech direct coworking and makerspace members to understand their needs and challenges, providing tailored support through programming.
- Facilitate connections between members and relevant resources across the District and broader ecosystem, including mentors, investors, and industry experts.

Cross-Functional Collaboration:

- Work closely with the membership experience and marketing teams to maximize engagement and participation.
- Collaborate with the Senior Operations Manager to establish and maintain tools and systems for creating member surveys, soliciting feedback, tracking programming data, etc.

Reporting and Analysis:

- Track and report on key metrics related to program participation and outcomes.
- Analyze data to assess the effectiveness of programs and identify areas for improvement.
- Provide regular updates to the Chief Innovation Officer and other stakeholders on program progress and impact.

SKILLS & EXPERIENCE

- 5-7 years' experience in program development or partner management for an accelerator, incubator or related entity serving entrepreneurs
- Strong ability to structure programming partnerships
- Strong organizational and communication skills.
- Passion for fostering innovation and elevating entrepreneurial mindsets
- Experience applying for grants preferred
- Strong network in the ecosystem preferred

EDUCATION & QUALIFICATIONS

- Bachelor's degree required
- Proficient in use of technology and innovative platforms to design and deliver programming

BENEFITS

- 100% paid healthcare and dental premiums for both individuals and families
- Pre-tax and Roth 401(k) Retirement Plan with generous match. 5% contribution by the employer regardless of employee contribution and up to an additional 5% employee voluntary contribution eligible to be matched by the employer
- Paid Group Life, Short-Term, and Long-Term disability insurance benefits
- Paid Time Off (PTO), including 17 holidays
- Free parking

DETAILS

To apply, please submit a cover letter and resume to careers@16tech.com. Applications will be reviewed and interviews will be conducted on a rolling basis.

More information is available at <https://www.16tech.com/>