**University of Maine**

**Job Description**

**Title:** Corporate Engagement Events & Programs Manager

**Department:** Office of Strategic Partnerships, Innovation, and Engagement

**Date:** November 2022

**Reports To:** Director of Corporate Engagement

**Purpose**: The Corporate Engagement Events & Program Manager will work closely with the Office of Strategic Partnerships, Innovation, and Engagement team and other internal stakeholders to enhance the university’s corporate engagement strategy. The Manager will organize programs and events, arrange tours and visits, work with internal and corporate partners on special events and programs. The Manager will help design new programs that enhance multi-faceted relationships with companies throughout the state of Maine and beyond.

**Essential Duties and Responsibilities:**

**Event Planning**

* Works with corporate strategic partners and internal stakeholders to organize events that are engaging, informative, and lead to new partnership opportunities.
* Designs event content, organizes event speakers, develops communication and marketing materials to achieve desired outcomes.
* Coordinates event logistics, including catering, venue, transportation, audio/visual, invitations, programs, and presentation materials, as well as drafting event briefing documents for the President and other staff.
* Assists with the development of invitation lists including creating criteria for the invitation lists and collecting and maintaining invitee information.
* Provides support for strategic corporate partner meetings.
* Organizes campus tours to engage important stakeholders such as business leaders, federal and state government officials, funding organizations, and community partners.

**Campus Stakeholder Engagement**

* Engages campus stakeholders, including faculty, center directors, staff, and administrators to collaborate with partners to design solutions that meet individual partner needs and to design initiatives that serve broader coalitions.
* Works cooperatively with internal teams and groups to coordinate company outreach.
* Works with internal partners to develop and maintain information systems to share data on corporate engagement.

**Program Development and Coordination**

* Assists with the development and implementation of programs to engage companies in projects with UMaine research and innovation centers, departments, individual faculty/staff, and students; the entrepreneurship and commercialization functions to support the transfer of knowledge and technologies; workforce development to support curriculum development, internships, career development, degree and certificate programs, professional development and micro-credentials; diversity, equity, and inclusion partnerships; and sponsorships and corporate philanthropy.
* Develops communication and marketing materials to achieve desired program outcomes.
* Writes grant and business proposals to support the development and operation of corporate engagement programs.

**Relationship Building**

* Cultivates relationships that strengthen the University’s role as a leading research, innovation, and education partner.
* Identifies potential corporate partners, collects information on partners to inform internal stakeholders in briefing documents and presentations, understands needs, and identifies UMaine resources that support partner needs.
* Connects partners to key parts of the innovation and economic engagement enterprise at the University of Maine.

**Knowledge and Skills Qualifications:**

**Required:**

* Bachelor’s Degree or an equivalent combination of education and experience.
* Significant experience (5+ years) planning and organizing events for a business audience.
* Excellent interpersonal skills, including listening, diplomacy and tact to build strong relationships with partners and all levels of staff.
* Experience that demonstrates strong organizational skills, attention to detail, ability to work well and maintain composure under pressure, and solve problems.

**Preferred:**

* Knowledge of best practices and experience developing new programs and initiatives for talent and innovation partnerships, especially at land-grant institutions.
* Experience developing effective working relationships with businesspeople, local and state government officials, as well as University faculty, staff, and administration.
* Knowledge of desktop applications and relational databases, especially Salesforce.
* Experience developing, packaging, and implementing creative solutions for partners.
* Knowledge of marketing and public relations.
* Experience writing effective grant and business proposals.

**Supervisory Responsibilities:** Student employees.

**Work Schedule:** This position entails a full-time, 40 hours per week, 12-month work year. Normal University of Maine business hours are 8:00 a.m. to 5:00 p.m.; work outside of these regular hours to include some evenings and weekends will be required to fulfill the responsibilities of this position.

**Work Environment/Dynamics:** The Office of Strategic Partnerships, Innovation, and Engagement supports innovation to grow Maine’s economy. The office connects companies and communities to university experts working in facilities with specialized equipment and resources to innovate and solve problems. OSPIE is the state’s leading resource for innovation and commercialization, serving students, faculty and staff, startups and established organizations to bring research to the real world. The office builds strategic alliances with private and public sector partners to drive economic, workforce and community development.

OSPIE is a fast-paced environment that continuously innovates to serve the needs of companies, communities, students, and the State of Maine. Travel to meet with partners both in and beyond Maine will be required. Flexibility, excellence, and passion are vital qualities within OSPIE.

**Position Type:** Ongoing, revenue funded.

**Work Year:** Full-time, fiscal year.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with the UMPSA agreement.

**Job Family/Salary Band:** 16/04.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety, Workplace Violence, and Sexual Harassment.