POSITION ANNOUNCEMENT

TITLE: EXECUTIVE DIRECTOR, RESEARCH PARK ACT CORPORATION & ECONOMIC DEVELOPMENT
DEPT: RESEARCH & ECONOMIC DEVELOPMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $104,000 - $145,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL DEPARTMENTAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
This position will serve as the Executive Director of the New Mexico Tech University Research Park Act Corporation and be the NM Tech’s Economic Development Officer.
Leads and directs efforts at the New Mexico Tech University Research Park Act Corporation, under the direction of the Board of Directors. Develop and implement long-range plans and near-term operating practices to further entrepreneurship and industry economic development at and by New Mexico Tech. Promote and coordinate NMT’s role as a resource for economic development through research, policy analysis and resource allocation consistent with the institution’s mission and strategic plan. Facilitate policy and economic analysis support for impact assessment of economic development programs administered through NMT. Interpret the direction of state and federal economic development policy, translates same into successful programmatic activities for NMT. Represents the Research Park Corporation to various institutional divisions as well as externally to the media, governmental agencies, prospective funding agencies and individuals, economic development organization, and/or a range of constituencies within the community at large. Recommends and participates in the development of university policies and procedures; may serve on university planning and policy-making committees. Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:
Master’s Degree required in any area of study. Excellent interpersonal and communications skills and ability to form collaborative relationships with both internal and external stakeholders. Ability to be an effective advocate on and off campus for economic development, entrepreneurship and commercialization. Record of successfully advocating for State or Local economic development projects. Demonstrated initiative, management skills, and ability to think in an innovative manner regarding economic development matters that impact NMT. Substantial experience in program planning, development, marketing, and implementation. Interest and experience with the relevant educational markets – especially the corporate, government, high tech, and healthcare sectors – of New Mexico. Experience in strategic planning process involving diverse constituencies. Understanding of local and State of New Mexico government structures. Ability to obtain and maintain a NM Driver’s License and DoD Security Clearance at the TS level.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 135, Socorro, NM 87801-4796