



**POSITION TITLE:** Portfolio Manager  
**STATUS:** Full time; exempt  
**REPORTS TO:** Director, Business Ventures

### **ABOUT MTI**

Maine Technology Institute (“MTI”) is a private, non-profit corporation whose mission is to encourage, promote, stimulate and support research and development activity leading to the commercialization of new products, services and processes in the State’s technology-intensive industrial sectors. This leads to enhancement of the competitive position of those sectors and increases the likelihood that one or more of the sectors will support clusters of industrial activity to create business growth and jobs for Maine people. MTI engages with research institutions, the venture capital and angel investing communities, Federal, state and local economic development organizations, as well as private foundations to secure a diversity of resources that fulfill its mission. These resources support entrepreneurs, businesses and institutions, both directly and by non-profits, industry or public-private collaboratives.

### **ABOUT BUSINESS VENTURES**

MTI’s Business Ventures group makes investments in private and public companies as well as research and academic institutions that are focused on the development and subsequent commercialization of unique innovation with promising market potential. The program provides a continuum of grants, loans and equity capital, as well as one-on-one engagement with entrepreneurs to accelerate growth, achieve key milestones and attract additional private capital and/or Federal Small Business Innovation Research funding.

The Business Ventures team, along with MTI’s industry-specific technology advisory boards, are responsible for reviewing business and project plans from companies and institutions that request funding. The team is also responsible for performing due diligence on these plans and collaborating on investment recommendations to MTI’s Board of Directors. Once funded, the team also has ongoing oversight and administration responsibilities for the funded program portfolio.

### **POSITION SUMMARY:**

This is a great opportunity for a highly talented individual who has an interest in business development through engagement and funding and wants to play an important role in early-stage growth companies. The position is a professional member of the MTI Business Ventures team and reports to the Business Ventures Director (“Director”).

This position works closely with the Director and team members to administer and facilitate the Development Loan program, conduct outreach, increase awareness leading to quality deal flow as well as promoting entrepreneurship and innovation in the Maine region. The individual works closely with the Director and other BV staff on day-to-day program administration and coordinates with other members of MTI staff. In addition, this individual will work with their assigned portfolio companies to increase the likelihood of successful commercialization, to improve returns on investment and to generate a positive impact within Maine.

### **KEY RESPONSIBILITIES:**

- Business Ventures
  - Serve as the contact person and due diligence lead for a subset of MTI’s Business Ventures portfolio, prospective investments and applicants.
  - Conduct business, financial and technical due diligence on companies under review and on funded companies as needed.
  - Work with MTI-funded companies to monitor milestones (both financial and technical) and assist companies in succeeding with their project while following contract and program requirements.
  - Work pro-actively with portfolio companies and the Director to help advance successful projects toward commercialization through advice and networking to appropriate service providers in the private and public sector.
  - Organize and prepare funding contracts for the Director’s review and execution. Meet periodically with companies and awardees to review milestone deliverables, reports, contract requirements, and to negotiate changes that are needed for presentation to the Director.

- Assist the Portfolio Associate and other team members to ensure that the competitive application review process and timelines for the Development Loan are executed on schedule and relevant portfolio and prospective client information is entered into the MTI tracking database consistent with MTI's policies, programs, and standard operating procedures.
- Work collaboratively with the Portfolio Associate and other staff to support logistical duties, as needed.
- Alert funding recipients and the Director of overdue milestones and review required reporting information on a project-by-project basis.
- Follow individual program rules, schedules, and standard operating procedures as well as evaluate credit history reports for portfolio companies and recommend actions when appropriate.
- Review all MTI Development Loan and Seed Grant applications and take part in the funding/grant evaluation meetings.
- Process, review, and grant, as appropriate, routine timeline extensions. Inform and consult with the Director on special-cases or extraordinary situations.
- Communicate program goals and procedures to prospective applicants, partners, stakeholders and members of the public, as in the following:
  - In collaboration with other MTI team members, conduct workshops, webinars and presentations, with a particular focus on companies that are prospective applicants or existing applicants.
  - Work in conjunction with the Director and MTI staff to ensure that MTI's marketing materials and website are current and effectively promote and inform Maine entrepreneurs and taxpayers about the MTI business innovation funding program.
  - Participate in MTI staff meetings and activities; work to support the MTI staff as needed.
- Other duties as requested.

This job description is subject to periodic review and change, as needed.

**DESIRED QUALIFICATIONS AND EXPERIENCE:**

- 4-year degree in business, science, technology, engineering, or equivalent experience in a technology-based company. An MBA or Master's degree is preferred but not required.
- Experience working in a technology-intensive company in a product development, marketing or a related role.
- Familiarity with standard company financial reporting and experience in business and/or product management strategy.
- Demonstrated customer service and account management skills.
- Demonstrated organizational and record-keeping skills.
- Microsoft Office, Excel, internet and database skills.
- Ability to work under deadlines and as a member of a team.
- Ability and willingness to travel throughout the State of Maine.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- A passion for technology and enterprise development, innovation and an entrepreneurial spirit.
- A process-oriented mindset and contract and/or project management experience.
- Experience with funding or managing R&D programs, product development and management experience.
- Private sector business experience and familiarity with business development practices.
- A demonstrated capacity to work with companies and research/business management personnel.
- The ability to comprehend complex business and product development strategies and think both creatively and critically.
- Organizational skills that will allow the individual to oversee up to 30 portfolio investments.
- Knowledge of Maine and regional innovation economy, financing programs and experience working with Maine organizations is a plus.

The successful candidate must have a good balance of financial and technical abilities. S/he must have good interpersonal, oral, and written communications skills and a demonstrated ability to function both independently and as a member of collaborative staff team. The ideal candidate will exhibit good judgment and attention to detail as well as an ability to handle multiple projects in a fast-paced, businesslike, and service-oriented environment.