



POSITION TITLE: Investment Officer
STATUS: Full time; exempt
REPORTS TO: President

PURPOSE:

This position works closely with the President 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 President and other Investment Operations 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:

- Investment Operations
 - Serve as the contact person and due diligence lead for a subset of MTI's Investment Operations 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 President 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 President'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 President.
 - 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 President 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 President 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 President 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 or economic development organization. An MBA or Master's degree is preferred but not required.
- Experience working in economic development, commercial lending, or 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.