

Media Manager & Funding Programs Facilitator

Maine Technology Institute

Remote

Full-time; exempt

REPORTS TO: MTI President

PURPOSE: The Media Manager & Funding Programs Facilitator contributes to the Maine Technology Institute (MTI) mission to support, grow and diversify Maine's innovation economy through grants, loans, equity investments, and services by managing its funding and support programs, ensuring business/technical requirements are completed, preparing funding reports and contracts, tracking milestones and reporting information, coordinating reviewer processes, and maintaining confidentiality and non-disclosure standards. Additionally, the Media Manager & Funding Programs Facilitator designs and reviews MTI's informational, marketing, and promotional materials, manages its social media presence, assists with website updates and redesign, as well as serves as a point of contact for website/marketing contractor services.

AREAS OF RESPONSIBILITY:

- Manage external media functions

Design marketing and promotional materials for MTI and its contractors

Proof and edit promotional materials prior to distribution

Publish online informational, promotional and marketing materials

Manage and maintain MTI's presence on multiple social media platforms including Facebook, LinkedIn and Twitter

Update website content including events, news, staff and board member information, forms and data tracking, as well as assist with webpage redesign, proofing and editing

Proactively seek and share news and events involving MTI's portfolio companies and partners, via online channels

Write content for and publish monthly newsletters and email blasts

Serve as a point of contact for website/marketing contractors

Address and help resolve any problems that may arise with promotional messaging or its distribution

Coordinate with Database & Funding Programs Manager to keep forms current and accessible on the MTI website

- Manage operational funding functions

Conduct intake process, including intake retrieval and assignment

Manage award flow to facilitate funding and support programs, including W-9 and Secretary of State registration verification, as well as timely creation and execution of agreements

- o Work with Investment Officers (IOs) and Entrepreneurs-in-Residence (ERs) to create and execute ER indemnification agreements and Board Observer agreements

- o Manage processing of assumption agreements, commercialization letters, and other award- or client-specific agreements/forms, as requested

Work with MTI staff to ensure adherence to established investment policies and procedures

Develop and provide portfolio reports from MTI's grants management system as requested for all internal stakeholders (President, Director of Finance & Administration, Investment Operation Group, and Board of Directors) as requested

Coordinate Tech Board review process, as requested

Collaborate with MTI President and Staff to recruit Tech Board members

Onboard new Tech Board members

Work with Tech Board members to maintain MTI's confidentiality and non-disclosure standards

- Support team functions

Participate in MTI staff meetings and activities; work constructively with staff to support logistical duties, as needed

Adhere to program and process policies, as well as standard operating procedures

As an integral member of the team, participate in discussions regarding process, program and organizational improvements

- Other duties as assigned

MINIMUM REQUIRED QUALIFICATIONS:

- Associates or Bachelor's degree
- Exhibits an understanding of MTI's identity, mission, and goals
- Possesses knowledge of effective promotional strategies
- Demonstrates strong writing, proofing, and editing skills
- Effectively multi-tasks
- Committed to producing a high-quality product
- Possesses exemplary attention to detail
- Communicates clearly and effectively
- Exhibits excellent interpersonal skills
- Possesses strong organizational skills
- Works well independently
- Demonstrates knowledge of WordPress, Mail on the Mark, SharePoint, Survey Monkey and Google Analytics
- Is familiar with Word, Outlook, Adobe, Excel, Power BI, Power Point, and other Microsoft related programs
- Possesses the ability to learn new technologies
- Manages time efficiently
- Able to type quickly and accurately
- Works well with a variety of individuals
- Is a team player with a commitment to advancing MTI's goals

Pay: From \$50,000.00 per year

Benefits:

- 401(k) matching
- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Tuition reimbursement