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

PURPOSE:

This position works closely with entrepreneurs, businesses and organizations interested in securing tailored MTI funding and assistance to develop innovative new products, processes and companies; and to encourage, promote, stimulate and support entrepreneurship, innovation and job creation in Maine. The individual works closely with the President and other Investment Operations staff to conduct intake meetings with clients, assess their investment readiness, determine funding eligibility and amounts, review proposals for completeness and applicability, evaluate and consult with subject matter experts to formulate recommendations, and effectively manage a client portfolio to increase the likelihood of successful execution, improve returns on investment to MTI, and generate positive economic impact in Maine. This position also works with the entire MTI team to network and conduct outreach to increase quality deal flow and to promote entrepreneurship and innovation throughout Maine.

KEY RESPONSIBILITIES:

- Investment Operations
- Oversee effective and efficient clients engagements; including:
    - the application review & evaluation processes, ensuring that they are rigorous, fair and consistent with MTI's policies and programs as appropriate;
    - facilitation of funding and support programs, including timely award agreement execution, project and financial monitoring of awards;
    - analysis of application financials with outside expert(s);
    - evaluate credit history reports for portfolio companies and recommend actions when appropriate;
    - advise and participate in milestone deliverable reviews with companies and awardees to ensure business/technical requirements are completed as required;
    - organize and prepare funding reports, investment memos and contracts for the President's review and execution;
    - negotiate amendments and restructures, as needed, and make sound and well-formulated recommendations for the President to consider;
    - alert funding recipients and the President of overdue milestones and review and monitor required reporting information on a project-by-project basis; and
    - process, review, and grant, as appropriate, routine timeline extensions, consulting with the President on special-cases or extraordinary situations.
- Develop productive relationships with assigned companies to increase likelihood of successful execution, improve returns on investment to MTI, and, when appropriate, identify follow-on funding needs.
- Serve as ambassador for MTI by proactively promoting MTI throughout Maine, representing MTI at public events, developing contacts and relationships with individuals and companies, and communicating program goals and procedures to prospective applicants, stakeholders, program members, partners, policy makers and members of the public.
- Work pro-actively with portfolio companies and the President to help advance successful projects toward commercialization by collaborating with appropriate service providers in the private and public sector.
- Participate in MTI staff meetings and activities; work to support the MTI staff as needed and 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, offer thoughts and suggestions on process, program and organizational improvements.
- Other duties as requested.

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

DESIRED QUALIFICATIONS AND EXPERIENCE:

- 4-year degree - - or equivalent experience - - in business, science, technology, engineering, or in a technology-based company or economic development organization. An MBA or Master's degree is also desired 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.
- A systems-thinking approach and understanding of entrepreneurial/innovation best practices.
- 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 innovation, enterprise development, and an entrepreneurial spirit.
- A process-oriented mindset with contract and/or project management experience.
- Experience with funding or managing research and development programs, product development and management experience helpful.
- 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.
- Well-developed organizational skills that will allow the individual to effectively oversee a varied portfolio of investments.
- Knowledge of Maine and regional innovation economy, financing programs, and experience working with Maine organizations a plus.