



POSITION TITLE: Lending and Grant Associate
STATUS: Full time (40 hours per week); 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 Investment Officers and other Investment Operations staff to support them in their efforts 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 works on day-to-day program administration and 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:

- Support 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.
- Support MTI's relationships with its subject matter experts and members of the Targeted Technology Boards, including:
 - Coordinating, Scheduling and communicating meeting schedules, training and materials.
 - Working with MTI's President and Staff to recruit Tech Board members.
 - Managing skill set databases and helping to coordinate and match reviewers to appropriate funding proposals to ensure germane and thorough evaluations.
 - Working with Tech Board members to maintain MTI's confidentiality and non-disclosure standards.
 - Taking notes at Tech Board summits.

- Work with Investment Officers and Web Communications Manager to develop promotional and informational program materials, both digital and collateral content
- Act as an administrator of MTI's grants management system under supervision of the Database Administrator
- Coordinate meeting schedule for Investment Officers
- Develop and conduct program presentation as part of marketing and training efforts
- Develop and provide portfolio reports from MTI's grants management system as requested for all internal stakeholders (President, Director of Finance & Administration, Investment Operations Group, and Board of Directors)
- 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.

MINIMUM REQUIRED QUALIFICATIONS:

- 4-year degree - - or equivalent experience - - in business, science, technology, engineering, or in a technology-based company or economic development organization
- Strong critical thinking skills and attention to detail
- Familiarity with standard company financial reporting
- Self-directed or self-starting, with the ability to work both independently and collaboratively
- A systems-thinking approach and understanding of entrepreneurial/innovation best practices.
- Customer service focus, both internal and external, with emphasis on confidentiality
- Strong written and verbal communication skills
- Ability to manage multiple priorities
- Proficiency with Microsoft Office Suite
- Aptitude for Database Management
- Demonstrated organizational and record-keeping skills.
- Ability to work under deadlines and as a member of a team.
- Ability and willingness to travel throughout the State of Maine.

DESIRED 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 think both creatively and critically.
- Well-developed organizational skills.
- Knowledge of Maine and regional innovation economy, financing programs, and experience working with Maine organizations a plus.