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ORGANIZATION: University City Science Center
www.sciencecenter.org

POSITION: Vice President of Business Development

REPORTS TO: President and CEO
Stephen S. Tang, Ph.D., MBA

LOCATION: Philadelphia, PA

THE ORGANIZATION

Located in the heart of uCity Square (ucitysquare.com), the University City Science Center is a dynamic hub for innovation, and entrepreneurship and technology development in the Greater Philadelphia region. Founded in 1963 as the nation's first urban research park, it provides business incubation, programming, lab and office facilities, and support services for entrepreneurs, start-ups, and growing and established companies. The Science Center helps companies move technology into the marketplace where it can have a positive impact on people's lives. The Science Center is the oldest and largest urban research park in the United States and it celebrated its 50th anniversary in 2013.

As a 501(c)(3) non-profit organization, the Science Center manages a budget in excess of \$25M, in addition to an extensive real estate portfolio. The Science Center's activities are overseen by a Board of Directors elected by a group of 31 of the leading colleges, universities, hospitals and research institutions throughout the tri-state region. The Board of Directors is comprised of academic and business leaders, entrepreneurs, and science and technology professionals. The Science Center employs 57 full-time employees, in a vibrant work culture.

THE POSITION

Reporting to the President and CEO, the Vice President of Business Development is responsible for providing strategic direction and leadership to all aspects of the business development and advancement programs. The Vice President of Business Development supervises a staff of two and is responsible for designing and implementing an effective program that yields new private-sector relationships and revenue sources for the Science Center. The Vice President of Business Development provides leadership to develop well coordinated, highly visible and accessible programs and services to support the Science Center's advancement efforts. The Vice President of Business Development is expected to identify and secure new private resources for financial growth, with initial focus on corporate, foundation, and individual giving programs – as well as cultivate relationships with existing donors.

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The Vice President of Business Development works closely with internal contacts across the entire organization and has regular contact with business partners, and the community. The Vice President of Business Development frequently and routinely serves as the UCSC representative at various community, business and civic functions in an effort to increase visibility and awareness and to develop and cultivate increased corporate, foundation and individual support.

RESPONSIBILITIES

- Serve as an effective and inspiring member of the Management Team. Demonstrate the capacity to be an effective collaborator in addition to being a successful individual contributor.
- Oversee and manage two full-time development staff. Mentor and develop staff through various training and other professional opportunities.
- Cultivate professional relationships internal and external to UCSC to initiate, build and strengthen collaborations with industries such as life sciences, information technology, energy, and venture capital. Represent UCSC at professional meetings and conferences.
- Implement integrated strategies that support the Science Center programs and the organization as a whole. Develop and sustain productive professional relationships with existing and new contacts in various industries.
- Regularly update existing and emerging collaborators to inform them of new developments and opportunities at UCSC.
- Participate in hosting potential corporate and industry leaders with the goal of developing new and ongoing sponsors.
- Establish and cultivate relationships with key stakeholders (both current and new) to effectively partner and collaborate in maximizing the visibility and awareness of the Science Center as a potential recipient of charitable contributions and other types of private funding.
- Create achievable, well-articulated objectives to assure the Science Center's continued growth and success through the acquisition of corporate, foundation and individual gifts sponsorships, and/or investments in programs. Develop effective cultivation and solicitation strategies for prospects.
- Oversee planning and execution of fundraising, cultivation, and stewardship opportunities and events.

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- Provide direction and leadership to the design of the strategic vision for the department. Oversee and lead all aspects of the business development function. Work in close collaboration with Science Center colleagues to understand, and be able to articulate and “sell” to collaborators and prospects, all of the various Science Center programs and initiatives in areas such as science and technology, business incubation and acceleration, innovation and entrepreneurship, STEM education, workforce development, and access and inclusion.
- Work in close collaboration with Science Center colleagues to understand the current and future needs of all Science Center programs and initiatives, and to build and develop fundraising strategies to effectively achieve results.
- Coordinate, as needed and appropriate, with the Science Center’s government relations team, which handles public sector fundraising.
- Provide leadership to identify and potentially recruit Science Center Board and non-board members to serve.
- Represent the best interests, professionalism, and integrity of the Science Center in all activities and relationships through a consistent message of the Science Center’s mission and commitment to high standards.
- Establish effective reporting mechanisms and strategies for the sharing of best practices. Participate in professional development and afford others the opportunity to be exposed to best practices in the fundraising profession.
- Effectively communicate successful collaborations and promote opportunities for engagement with wide-ranging constituents.
- Understand and have the capacity to respectfully develop new collaborations. Embrace and nurture existing and evolving relationships to advance the mission.
- Oversee the establishment and maintenance of effective database structures that are efficient and well managed. Working in concert with the Marketing Department, leverage new and emerging social media to support fundraising.
- At the request of the President & CEO, assist in identifying and cultivating new Board and Board committee members with expertise in fundraising.
- Work effectively with the President & CEO and other members of the management team to provide information to the Board of Directors to keep them informed.
- Work with the Marketing Department to leverage website and electronic communication tools to solicit contributions for UCSC and continually remind

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and reinforce the point that UCSC is a mission-driven non-profit organization seeking financial support from the community.

- Oversee administrative and knowledge-management functions that support fundraising and business development such as gift tracking and acknowledgment, reporting, and record management/storage.
- Develop and enforce department-specific policies including, but not limited to, gift acceptance policies, donor privacy policies and data policies.
- Staff the Development Committee of the Board of Directors.
- Maintain and expand knowledge about the external environment as it relates to science, technology, and other issues impacting UCSC and its mission.
- Present the mission of the Science Center and various strategies for engagement in a clear, confident and compelling manner to build, nurture and sustain partnerships at all levels.

QUALIFICATIONS

- Bachelor's degree is required; graduate degree preferred (MBA, Ph.D.)
- Experience in or familiarity with one or more industries in science and technology is helpful.
- 7-10 years of demonstrated leadership experience is required. Management experience is required.
- Demonstrated ability to cultivate and solicit resources from corporations, foundations and individuals, including but not limited to financial commitments, sponsorships, investments in programs and other forms of support. Ability to oversee and actively participate in solicitations.
- Demonstrated ability to be an innovative leader capable of designing and facilitating creative collaborative solutions to develop relationships and secure resources. Must be a visionary who is strategic in thought and action.
- Exceptional written and verbal skills, coupled with the ability to think strategically. Demonstrated presentation skills/experience is required.
- Demonstrated ability and desire to work collaboratively with diverse and wide-ranging constituencies.

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- Capacity to be an entrepreneurial and visionary leader who is willing to take risks and possesses exemplary skills in motivating, inspiring, and enlisting the support and engagement of partners, both external and internal.
- Appreciation for and understanding of not-for-profit cultures; ability to effectively collaborate with for-profit and other not-for-profit entities. Must effectively connect with existing partners while forging new relationships.
- Demonstrated self-starter who is a capable contributor and a highly skilled collaborator. S/he will be an effective leader who knows both when to lead and when to support others as they lead.
- Ability to collect and synthesize large amounts of information and effectively communicate relevant material to appropriate constituents in a timely and professional manner.
- Ability to work effectively in a fast-paced, rapidly evolving environment and a demonstrated ability to foster creativity and achieve results. S/he must possess strength of leadership and be capable of adhering to high standards and inspiring others to do the same. Must be deliberate, fair-minded and highly ethical.
- Ability to effectively embrace modern media outreach and social networking/ internet tools.
- The successful candidate must be a person of high integrity, who seeks to meet and exceed expectations. S/he must thrive in a fast-paced environment individually and in a team.

The University City Science Center is an Equal Opportunity/Affirmative Action employer.

For further information and/or to submit a resume for consideration please contact:

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