



University City Science Center Job Posting: Director, Quorum

The Director, Quorum oversees the Quorum community of entrepreneurs and the Quorum event space. The Director, Quorum is responsible for envisioning, developing and implementing ongoing Quorum and Innovation Plaza programming and events. In addition, the Director, Quorum in conjunction with the VP, Ecosystem Development, is responsible for setting the direction for Quorum and making sure that it remains an asset to the Innovation community while meeting revenue projections and sponsorship goals. The Director, Quorum also plays a role in directing internal and external Science Center programs and events. The Director, Quorum will also assist with the development and coordination of messaging, special events, meetings, and programs designed to enhance the visibility of the Science Center and Quorum initiatives. This position will manage and implement the program development strategy as well as work with the marketing team to conceptualize the marketing initiatives necessary to support the strategy. This position will lead the Quorum team to manage and coordinate all details of reoccurring and special events and programs. This position is also responsible for overseeing the Quorum social media accounts.

The Director, Quorum is a key member of the Ecosystem Development Team and as such has internal contacts with the Marketing Team, the Venture Café Team, the entire administrative staff and external contact with funders, potential funders, media outlets, business partners, government agencies, and the community. This position has access to sensitive UCSC, Quorum, and some start-up company information and is expected to handle such information with integrity and professionalism. This position has regular contact with industry partners, local government officials, and members of the community and is expected to represent UCSC in a professional manner.

The Director, Quorum will report to the VP, Ecosystem Development and be a leader in department/company activities. The Director, Quorum oversees the Quorum Event Coordinator and the Quorum/Venture Café Concierge.

Key responsibilities of the job include:

- Directs the daily activities of Quorum
- Leads Quorum's event-space rental program including pricing and sales initiatives.
- Develops, implements and manages all Quorum programming including RAIN, Coffee and Capital and other to be determined Quorum Signature Programs. The Director also oversees engagement activities for the drop-in lounge space.
- Oversees and maintains the physical Quorum space

- Manages Quorum’s relationship with key building event personnel from Property Management, CIC, Biolabs and Restaurant/Catering vendor as needed
- Manages and coordinates events and programs in Quorum to include all logistical details such as room setup, catering, coordinating schedules of speakers, and marketing events using Science Center website, regional events calendar, e-mail marketing, LinkedIn, Twitter, and other social networking sites
- Continually maintains a pulse on competitors and utilizes the information to inform revenue, sponsorship and marketing strategies
- Works closely with UCSC Development team on fundraising strategies and direct solicitations that benefit Quorum
- Recommends and oversees production of collateral material to support programming and event efforts.
- Provides input and counsel on expansion of Quorum program that will benefit the Science Center and Innovation community
- Manages the Quorum budget and reports deviations in a timely fashion
- Utilizes metrics such as percent utilization, total attendance and satisfaction to continually improve processes and programs

The successful candidate will have 7-10 years of experience in an event planning or program development role, preferably for a non-profit organization and direct experience in program development for a business audience. Direct experience with coordinating and planning special events is required. Experience in a technology commercialization setting is preferred. A BA/BS degree from an accredited college or university is required.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume along with salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center’s incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business’s lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond. For more information about the Science Center, go to www.sciencecenter.org