



Executive Director, Innovation and Entrepreneurship Job Description

JOB INFORMATION

Job Code:	199092
Job Title:	Executive Director, Innovation and Entrepreneurship
FLSA Status:	Exempt
Supervisory:	
Job Family:	Senior Management
Job Family Group:	Administration
Management Level:	4 Administrator

JOB SUMMARY

Responsible for the strategic alignment and coordination of the university's entrepreneurial and commercialization assets. Works to align the university's internal innovation assets and to expand the university's innovation network. Develops partnerships with external innovation centers (e.g., regional, and national incubators, accelerators, and venture capital firms) and oversees the operations and strategic direction of the USC Alfred E. Mann Institute for Biomedical Engineering.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Doctorate	

Additional Education

Check here if experience may substitute for some of the above education.

☐ Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

☐ Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Entrepreneurial experience in a leveraged organization generating significant revenue.
X		Experience working in a venture capital or private equity portfolio company.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience working in and/or with research focused higher education institution.
X		Proven track record of developing relationships with key regional innovation leaders.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides overall leadership for USC's innovation ecosystem. Develops partnerships with accelerators, incubators, venture capital firms to obtain capital to support research by university faculty. Develops a connected and integrated network of innovation, commercialization, and entrepreneurial capabilities across and outside the university. Strategically promotes the university's innovation and entrepreneurship ecosystem through team building with external entities while promoting activities to postdocs, grad students, and faculty.				
Oversees the operations and strategic direction of the Alfred E. Mann Institute for Biomedical Engineering. Develops and maintains an integrated network of innovation, commercialization, and entrepreneurial capabilities across all USC schools and campuses. Develops and disseminates best practices and performance measurements for university innovation ecosystem performance. Ensures development of an ecosystem that is easily navigated by both internal and external constituencies.				
Identifies and develops partnerships with leading institutions, key government agencies, private sector organizations, and prominent individual ecosystem champions. Identifies and develops valuable private sector and government collaborations focused on commercialization and innovation. Identifies and develops collaborations and commercial partnerships with corporations, corporate venture capital, and independent venture capital. Works to coordinate existing university entrepreneur and innovation programs to develop seamless integration of training and other opportunities for students and faculty.				
Develops and promotes organizing structures to connect key stakeholders with relevant innovation resources. Provides organizing structures and navigation to allow key stakeholders to identify and engage with relevant resources.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.	Yes	A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.