

JOB DESCRIPTION Account Manager

POSITION TYPE: Full Time with benefits

REPORTS TO: President + CEO

WORK LOCATION: Central Michigan University Research Corporation, Multiple Great Lakes Bay Region locations

POSITION SUMMARY:

The Account Manager is the frontline for outside sales of recruitment of all incubator and accelerator program clients, and lead for coordination, implementation, and execution of goals ensuring consistency with company strategy, processes and policies.

JOB REQUIREMENTS:

EDUCATION

Bachelor's Degree in Business Administration or equivalent 3 years qualifying experience AND a positive, high energy, hardworking attitude

SPECIFIC DUTIES:

Progress the vision of entrepreneurs by implementing CMURC proven processes and programs. Responsibilities include:

- Ensure monthly, quarterly and annual tenant revenue goals are achieved
- Manage facility budget and CoWork Community Coordinator for headquarter location
- Facilitate the "CoWork Perks" to move entrepreneurs through the accelerator program process
- Acts as liaison between clients and supervisor as it relates to business activities
- Achieve company set goals and deliverables
- Facilitate strategic connections with preferred service providers
- Coach and encourage clients through the accelerator program
- Assist in preparation of investor pitches and BAF engagements
- Conduct Surveys for Michigan Economic Development Corporation Track project deliverables using appropriate tools
- Attend events as necessary
- Additional duties as assigned by the Director of Operations

INTERNAL: Will work under and closely with the CMURC President + CEO but will also align with the broader direct and indirect CMURC team.

EXTERNAL: Will interface broadly across a wide spectrum of business and association staff at all levels. This will include current clients, potential start-up companies/associations, other regional colleges and universities, other private sector enterprise incubation centers, entrepreneurial projects & private sector businesses.



POSITION REQUIREMENTS and DEMONSTRATED SKILLS/KNOWLEDGE:

- Good business acumen
- Strong communication skills, both verbal and written
- Strong organizational skills
- Ability to work in and build a team
- Able to work independently but within strategic framework
- Can handle many projects/assignments at the same time

OTHER REQUIREMENTS:

- Must be efficient at utilizing computer-based tools to accomplish tasks.
- Travel, mandatory weekends, and nights
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TECHNOLOGY:

- Calendar and Email: Microsoft Outlook
- Customer Relationship Management System: Salesforce
- Microsoft Office Suite: Excel, PowerPoint, Word

CENTRAL MICHIGAN UNIVERSITY RESEARCH CORPORATION (CMURC)

CMURC is a professional coworking space with accelerator programs focused on product and strategic development for entrepreneurs to positively impact the economy in the Great Lakes Bay Region. It brings together local, regional and statewide partners to accelerate the success of entrepreneurs, growing businesses, and jobs by leveraging the resources of Central Michigan University, the Mount Pleasant SmartZone, and the Michigan Economic Development Corporation’s 21st Century Jobs Trust Fund. Learn more about CMURC at www.cmurc.com.

The Central Michigan University Research Corporation is an equal opportunity employer and is committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law.

In addition to compliance with federal EEO statutes, the Central Michigan University Research Corporation complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including but not limited to the following:

- Recruitment, hiring, placement, transfer, promotion, and demotion;
- Training, development, and educational assistance;
- Compensation and benefits;
- Educational, social, and recreational programs;
- Discipline;
- Termination of employment.

Employment decisions, subject to the legitimate business requirements of the CMURC, are based solely on the individual’s qualifications, merit, behavior and performance.