



Position Announcement – Chief Executive Officer (CEO)

As Roanoke-Blacksburg’s premier professional association, the Roanoke - Blacksburg Technology Council (RBTC) is an essential resource for entrepreneurs and technology companies seeking to achieve greater success. The RBTC is a non-profit member-driven association of businesses and organizations in the greater Roanoke-Blacksburg region working together to promote the growth and success of the region's technology sector. Our membership includes more than 225 organizations from emerging technology firms to some of the largest employers in the region. The RBTC is building a technology community that is a catalyst for innovation, inspiration, success, and leadership within our region.

The Chief Executive Officer (CEO) of the Roanoke - Blacksburg Technology Council (“RBTC”) is a key connector of the region’s technology, innovation, and entrepreneurial community. The CEO is a people connector, a problem solver, a membership builder, and supports member success. The CEO is responsible for evolving and implementing the strategic and operational plans of the RBTC in a manner consistent with our mission to A) serve and promote the region’s technology industry for the purpose of driving regional prosperity and B) to champion a climate for the sustainable success of technology-based businesses in the region. The CEO strives to fulfill the RBTC’s strategic objectives of connecting and uniting the region’s technology community; developing and educating thought-leaders, mentors, and the technology workforce; and improving access to talent.

The CEO’s areas of responsibility include:

1. MEMBERSHIP & SPONSORSHIP

The CEO initiates communications with members and prospective members of the RBTC to facilitate networking, beneficial connections, and effective communication among the region’s technology community. The CEO informs the technology community about the benefits of the RBTC’s programs and helps grow the RBTC membership and sponsorship to fund operations and the organization’s growth.

2. RBTC PROGRAMS AND EVENTS

The RBTC serves its membership by providing valuable events and programs including networking events, educational opportunities, communications, etc . The CEO helps to plan and program events by recruiting speakers, attracting

attendees, and securing sponsors. The CEO works with the Director of Events and Member Engagement on event organization, meetings, special projects and other initiatives. The CEO is also the primary driver of new programs for the organization and solicits feedback in order to develop or modify existing programs to better serve the RBTC community.

3. REGIONAL ADVOCACY & COMMUNICATIONS

The RBTC represents the “innovation economy” of the region – the combined Roanoke and New River Valleys. A unified region and voice is critical to the organization and the CEO is the key spokesperson for this effort. The CEO leads efforts to promote the region’s emerging technology community both within the region and beyond for the purposes of attracting talent and capital, educating elected officials, etc. The CEO engages with local business leaders, educational institutions, governments, and others to lead these efforts. The CEO is also responsible for the organization’s communication efforts via email, website, social media, etc.

4. MANAGEMENT LEADERSHIP

The CEO is responsible for implementing and maintaining appropriate administrative procedures and financial management practices to operate the RBTC in an efficient, business-like manner. The CEO is responsible for supervising and managing the RBTC staff. The CEO reports to and provides regular reports to the RBTC board.

SPECIFIC RESPONSIBILITIES:

- Work with the board to develop and implement a fundraising strategy to ensure the health and growth of the organization.
- Undertake member retention and recruitment activities that place high priority on developing long-lasting relationships.
- Meet one-on-one with current and prospective members, articulate the value proposition of joining the RBTC, and make the ask for membership or corporate investment.
- Communicate to the board, investors, and members on the progress of the organization and the fulfillment of strategic objectives that drive the mission forward.
- Communicate and engage with the board through regular board meetings and executive committee meetings.
- Work with the board, staff, and member committees in the execution of the organization’s work programs, activities, and events.
- Work with the organization’s controller to manage the accounts receivable process with members and sponsors, insure the adequacy and integrity of financial operations and compliance to proper financial procedures.
- Assist with a strategy that connects and expands the region’s entrepreneurial advisory and mentoring programs, and act as a facilitator to connect companies funded by the region’s capital programs to these services and expertise.

- Assist with grants and other funding efforts to secure operation and program resources.
- Develop quarterly and annual work plans and manage daily operations of the RBTC.
- Be active and visible in the region's science and tech community - attending events, giving presentations, etc.
- Communication and coordination with other organizations as appropriate.

EXPECTED RESULTS:

- Increase the stature and influence of the technology sectors and the RBTC
- Increase membership
- Hold first class, must-attend events
- Forge a stronger connection between local educational institutions and technology industries
- Contribute to and cultivate efforts to attract and retain talent
- Effective use of staff and volunteer resources
- Financial growth and stability of the RBTC through effective fund raising strategies

DESIRED ATTRIBUTES, EDUCATION and EXPERIENCE

- Bachelor's degree in a business or technology related field, Master's preferred
- At least 5 years in a high growth, science or technology related field or similar organization
- Experience with developing and executing fundraising strategies
- Business or non-profit membership organization management experience or skills, including experience working with a board of directors of a not-for-profit organization
- Knowledge of Virginia and/or region political and professional organizational structure. Strong connections and networks within the region is a plus
- Demonstrated ability to work effectively with volunteers
- Effective communication, presentation, and promotional skills
- Experience in managing programs and budgets with multiple partners/stakeholders
- A solid knowledge of issues facing the startup and growth of innovation-based companies including the commercialization of new technologies and risk capital

Applicants with an equivalent combination of education and experience will also be considered

ADDITIONAL REQUIREMENTS

Regular travel throughout the Roanoke and New River Valleys will be required. Must be able to work from either the Roanoke or Blacksburg office. Employee must provide their own transportation to the job and related meetings and events. Applicant must possess, or obtain by time of appointment, a valid Virginia driver's license and an acceptable driving record. A pre-hire background check will be conducted and may include criminal

record, driving record, education, professional licensure, and credit history. Applicant will be required to sign a release authorizing RBTC to obtain their background information.

A competitive salary and compensation package is being offered.

APPLICATION PROCESS

Applications must be received by Midnight EST on November 28, 2016. No phone calls please. Submit your resume, salary requirements, and a letter of interest via email to:

Robert McAden, RBTC Board Chair
Roanoke – Blacksburg Technology Council
2200 Kraft Drive, Suite 1400
Blacksburg, VA 24060
apply@rbtc.tech