POSITION TITLE: Director, Ratcliffe Eco-Entrepreneurship Fellows

This is a non-benefitted, part-time position with predictable, seasonal fluctuation in hours (approximately 20 hours per week, January-May; generally 10 or fewer hours per week, June-December).

CONTEXT OF THE POSITION

Working under limited supervision, the Program Director for the Ratcliffe Eco-Entrepreneurship Fellows at the University of Delaware (REEF@UD) works to provide entrepreneurship training, mentorship and funding support to innovators who are seeking to create businesses, commercialize discoveries and develop new products that will solve environmental problems or improve sustainability. REEF@UD emphasizes best practices from design thinking, evidence-based entrepreneurship, new product development and technology commercialization to guide Fellows as they work to develop and refine their initial ideas by conducting customer discovery research, incorporating sustainable product design concepts and pursuing promising commercialization pathways. Seasoned mentors as well as business leaders and subject matter experts provide team-specific guidance to Fellows throughout the program.

The four-month REEF@UD program (February through May) is open to University students as well as members of the broader Delaware community. The program culminates with a pitch event wherein external judges select up to three projects/Fellows to receive a one-year stipend, prototyping funds and continued mentorship to continue pursuit of their idea(s).

REEF@UD operates as a joint project of the College of Earth, Ocean and Environment (CEOE) and Horn Entrepreneurship, advancing CEOE’s commitment to connecting cutting-edge science with society and Horn Entrepreneurship’s mission to empower world changers.

RESPONSIBILITIES

The Program Director leads all efforts to plan, promote and execute REEF@UD. This includes:

- **Collaboration and promotion.** The Director collaborates with leaders and personnel from CEOE and Horn as well as external stakeholders to optimize promotion of REEF@UD and benefit Fellows.

- **Fellow recruitment and selection.** The Director engages CEOE, Horn and other UD faculty to drive participation by undergraduate, graduate and postdoctoral students; The Director also networks with key external stakeholders to recruit participation by community innovators and entrepreneurs.

- **Development and delivery of program curricula.** The Director collaborates with Horn’s New Venture Development team to devise learning outcomes, plan session content and ensure that Fellows receive effective guidance on their learning and new venture development journeys. This includes building and collaborating with a REEF@UD team that includes a lead instructor and mentors.
• **Administration of program funding, reporting and stewardship.** The Director is responsible for managing an annual budget, reporting on program outcomes and stewarding relations with the program’s primary sponsor – The Ratcliffe Foundation.

• **Sustainability and growing impact.** The Director works to ensure the long-term viability of the REEF@UD program and grow its positive impact.

• **Other duties.** The Director performs other duties, as necessary, to ensure the success of REEF@UD and its Fellows.

**QUALIFICATIONS**

• Bachelor’s degree required. Five or more years of directly relevant professional experience or a graduate degree in a relevant science, technology or business field and 3 or more years of directly relevant professional experience strongly preferred.

• Must possess knowledge of design thinking, lean startup and technology commercialization best practices.

• Strong passion for innovation and entrepreneurship, especially as it relates to devising novel solutions to environmental and sustainability challenges and bringing them to the market.

• Excellent interpersonal, communication, and analytical skills with a strong customer service orientation. This includes the ability to communicate effectively with diverse stakeholders (e.g., students, faculty, corporate representatives, funding agencies, other entrepreneurial support organizations, entrepreneurs, investors and others).

• Strong collaboration and networking skills.

**APPLICATIONS**

To apply, please send your resume/CV as well as a statement of interest to Jaime Lee - jklee@udel.edu. Applications will be reviewed on a rolling basis until Friday, September 23.