Technology Business Development/
Commercialization Specialist / Part-Time
Delaware Small Business Development Center
University of Delaware

Context of the Job
The Delaware Small Business Development Center (SBDC) is a nationally accredited nonprofit business services organization co-funded by the SBA and the State of Delaware with a mission to provide business counseling, advising, and training to small businesses across the State. The SBDC offers business planning and financial packaging support to sustainable and scaling small businesses across all market segments, with strengths and responsibilities for technology-based small businesses – from early-stage entrepreneurs, spin outs, and startups from universities to companies attracted to the Delaware Technology Park and STAR Campus. The SBDC also offers specialized technology programs in Cybersecurity, e-Commerce and SBIR/STTR training.

Under the supervision of the Manager, Technology Business Development SBDC, the Part Time Technology Business Development/Commercialization Specialist supports and provides coordination and advising services to assist with Delaware SBDC’s SBIRResource Program, which includes a commercialization plan component and a SBIR/STTR and iDEa Lab coaching component.

Major Responsibilities
- Assist in the development of technology companies by strengthening sales and marketing activities within the companies through advising and counseling;
- Collect, track, and review proposals with a focus on commercialization;
- Become a licensed certified coach for iDEa Lab;
- Assist with administrative duties associated with iDEa Lab;
- Work with clients to strengthen SBIR/STTR proposals;
- Perform other duties, as requested.

Qualifications
- Bachelor’s degree and five years of experience in business development with emphasis on technology-based companies, or equivalent combination of education and experience.
- Proven knowledge and experience writing and submitting SBIR/STTR or other funded research and development proposals.
- Proven experience working with industry and technology-based businesses.
- Knowledge of technology transfer, commercialization processes, and working with Federally funded research and development grants/contracts.
- Effective analytical, written and verbal communication skills.
• Demonstrated ability to work effectively as part of a team. Ability to interact well with people of all ages and diverse backgrounds.
• Ability to work a flexible schedule, as the responsibilities of the position may require participation outside of regular business hours.

Terms and Conditions:
Position will work part time for 40 hours per month or approximately 10 hours per week at a rate of $50 per hour (or flat rate of $2000 per month, billed after the close of each month). Position is paid hourly, no benefits. This rate is specific to this sponsored project and may change once the project has concluded if Delaware SBDC and the incumbent decide to extend relationship beyond the close of this project. Employment offer will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group members, Women, Individuals with Disabilities, and Veterans. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.

To Apply:
Please send a written application marked “Part Time Technology Business Development Specialist” via e-mail to: oeip-info@udel.edu. Please include the following in your application: a cover letter, resume, and contact information for two references.

This position will remain open until filled.