

January 31, 2012

THE BUSINESS DEVELOPMENT DIVISION OF THE ST. LOUIS COUNTY ECONOMIC COUNCIL IS ACCEPTING APPLICATIONS/RESUMES FOR THE POSITION OF PROGRAM ADMINISTRATOR-HELIX CENTER.

THIS POSITION IS FUNDED FOR A NINE MONTH PERIOD UNDER A GRANT AWARDED BY THE ECONOMIC DEVELOPMENT ADMINISTRATION OF THE U.S. DEPARTMENT OF COMMERCE. A JOB DESCRIPTION IS ATTACHED.

INTERESTED APPLICANTS SHOULD REPLY TO:

ELIZABETH NOONAN  
VICE PRESIDENT BIOSCIENCE & TECHNOLOGY  
BUSINESS DEVELOPMENT DIVISION  
ST. LOUIS COUNTY ECONOMIC COUNCIL  
121 S MERAMEC, SUITE 900  
ST. LOUIS, MO 63105  
314-615-3958  
[bnoonan@slcec.com](mailto:bnoonan@slcec.com)

THIS POSITION IS OPEN EFFECTIVE IMMEDIATELY.

ST. LOUIS COUNTY ECONOMIC COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.

ATTACHMENT

**Job Description**  
**St. Louis County Economic Council**

**Job Title:** Program Administrator-Helix Center  
**Department:** Business Development  
**Reports To:** Vice President, Bioscience & Technology, Business Development Division  
**Supervises:** Supervises administrative staff on ad-hoc basis  
**Prepared Date:** January 31, 2012  
**Application Deadline:** Open until filled

**SUMMARY:**

Serves as the program administrator for the Helix Center assisting in the development and then implementation of this new small business incubator program targeted at early stage businesses in the biosciences (including plant and life sciences). The goal of the Helix Center is to support entrepreneurship in the biosciences by providing affordable office and lab space and access to expertise, amenities and specialized programs that will support their growth. The Helix Center is intended to help stimulate start-up opportunities, the commercialization of technology from our research institutions and diversification of the mix of emerging companies that we can attract and retain in our community. This position supports the Vice President of Biosciences and Technology (VP-BST) and the Senior Vice President (SVP) in interactions with entrepreneurs, consultants, government, real estate professionals and community leaders in connection with the Helix Center and its offerings. The position will be critical in developing and then marketing the facility and programs of the Helix Center to bioscience start-ups and the organizations that support these companies. The position will also assist tenant companies in developing their businesses by connecting them to direct SLCEC assistance and being the point person/liaison between the SLCEC and other entrepreneurial support service providers throughout the St. Louis region and State of Missouri. The position supports the VP-BST and SVP in the areas of research, program development, Helix Center facility marketing and special divisional initiatives associated with biosciences and entrepreneurship, including divisional presence/coverage at events, outreach, project meetings, grant writing, and assistance with marketing outreach to start-up companies and the broader economic development community. The position will also interact with the Project Manager-Second Stage Entrepreneurship in connection with the business support opportunities for second stage bioscience companies (companies generally defined as fast growing with 10 to 100 employees and \$2M to \$30MM in revenue).

**DUTIES AND RESPONSIBILITIES:**

- Assists in the development of the operational and programmatic elements of the Helix Center in support of the VP-BST and SVP, including identifying and developing incubator program operational/administrative policies and procedures and support services based on industry best practices;
  - Recruits prospective client companies and manages review of client company admissions process;
  - Engages in marketing activities and events intended to elevate the profile of the Helix Center inside and outside of the St. Louis region;
  - Develops and implements educational/training opportunities and networking events for client companies and community at large;
  - Engages in community entrepreneurship events or activities on behalf of Helix and the Economic Council;
-

- Monitors Helix Center program strengths and needs and identifies resources to address those needs, including researching grant and funding opportunities for support services or facility amenities or improvements;
- Performs program research as assigned to support of small business development efforts and divisional initiatives around the biosciences; and
- Act as a liaison with various groups and agencies on an as directed basis.

## QUALIFICATIONS

**EDUCATION:** Bachelor's degree or equivalent, in business administration, accounting, finance, marketing, public administration/policy or a related field, is required.

**EXPERIENCE:** At least 5-8 years of progressively more responsible, related work experience in program management, business development, real estate, economic development, public administration or non-profit management (or an equivalent combination of education and experience) desired. Experience in the biosciences or technology sectors, in particular in relation to business development, commercialization or economic development or related field, is highly desired. Base level knowledge of entrepreneurship assistance programs, real estate leasing and management, debt and equity financing mechanisms and/or public programs used to facilitate small business growth is a plus.

**INTERPERSONAL CHARACTERISTICS:** Outstanding oral and written communication skills, customer service orientation and the ability to handle sensitive and confidential materials with discretion are required. A team player who works well with a wide variety of constituencies, including elected officials, government agencies, business leaders, development officials, consultants, legal and financial professionals, and other actors associated with bioscience business development activities, is highly desired. Ability to simultaneously manage a multitude of tasks, research deadlines, and milestones associated with small business development and entrepreneurship is required. Individuals with superior problem solving skills and proficient computer skills highly desired.

### PLEASE SEND RESUME AND COVER LETTER IN CONFIDENCE TO:

Elizabeth A. Noonan  
Vice President, Bioscience & Technology  
Business Development  
St. Louis County Economic Council  
121 S Meramec, Suite 900  
St. Louis, MO 63105  
[development@slcec.com](mailto:development@slcec.com)

*This job description is intended to indicate the kind of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this job description that are of similar kind or level. The policy of the Economic Council is to recruit, hire, promote and transfer employees for all job classifications without regard to race, religion, color, national origin, gender, age, marital status, sexual orientation, veteran status or disability, except where the disability cannot reasonably be accommodated.*

---