



JOB DESCRIPTION

Director of Strategic Programs

POSITION TYPE: Full-time with benefits

REPORTS TO: President + CEO

WORK LOCATION: Central Michigan University Research Corporation (CMURC), with multiple locations in the Great Lakes Bay Region. Headquarters in Mt Pleasant, MI.

POSITION SUMMARY:

The Director of Strategic Programs is a senior leader at CMURC responsible for shaping, executing, and monitoring initiatives that drive organizational impact. This role ensures that operations, partnerships, and programs align, fostering a culture of innovation, accountability, and measurable outcomes. Successful candidates will be self-motivated, detail-oriented, and able to balance high-level strategy with day-to-day execution. Strong leadership, problem-solving abilities, and the ability to collaborate across teams are essential.

JOB REQUIREMENTS:

EDUCATION

Bachelor's degree in business administration, Finance, or a related field.
Minimum of five (5) years of relevant experience.
Demonstrated high-energy, proactive, and results-driven approach.

SPECIFIC DUTIES:

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

Strategic Alignment & Vision

- Work closely with the CEO to develop and execute long-term growth strategies.
- Align company initiatives with broader economic and entrepreneurial development goals.
- Translate CMURC's strategic vision into actionable initiatives with clear performance metrics.
- Anticipate trends in entrepreneurship, innovation, and economic development to position CMURC as a statewide thought leader.
- Provide data-driven insights and recommendations to leadership.
- Maintain accurate records, reports, and documentation to align with budgetary guidelines.

External Relations + Business Development

- Build and maintain strategic partnerships with business leaders, universities, and industry stakeholders.
- Lead commercialization strategies for clients, CMU faculty, and CMURC initiatives.
- Drive engagement with startups, associations, and private sector enterprises.
- Represent CMURC at industry events, networking opportunities, and key initiatives.

Operations + Financial Management



- Maintain accurate records, reports, and documentation to align with budgetary guidelines.
- Develop, implement, and continuously improve processes that ensure efficiency, compliance, and sustainability across programs.
- Lead cross-functional initiatives that balance day-to-day execution with future-focused strategy.
- Identify and secure additional revenue streams to support CMURC initiatives.

REQUIRED SKILLS + COMPETENCIES:

Strong business acumen and strategic thinking.
Excellent communication skills, both verbal and written.
Proven organizational and multitasking abilities.
Ability to lead teams, collaborate cross-functionally, and work independently.
Adept at managing multiple projects and priorities in a fast-paced environment.

ADDITIONAL REQUIREMENTS:

Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.
Experience using Salesforce or other CRM systems.
Willingness to travel and work evenings and weekends as needed.

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, CMURC 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.