



## JOB DESCRIPTION

### Vice President of Compliance + Finance

**POSITION TYPE:** Full Time with benefits

**REPORTS TO:** President + CEO

**WORK LOCATION:** Central Michigan University Research Corporation, Multiple Great Lakes Bay Region locations, Headquarter in Mt Pleasant

#### POSITION SUMMARY:

Successful vice presidents are comfortable working with people at all levels in the company, and they understand how to motivate and encourage team. The job is a good choice if you possess strong leadership abilities, are self-motivated and you can focus on the minutiae without losing sight of the overall scope of a project.

#### JOB REQUIREMENTS:

##### EDUCATION

Bachelor's Degree in Business Administration, Finance or equivalent 3 years qualifying experience AND a positive, high energy, hardworking attitude

##### SPECIFIC DUTIES:

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

- **Grant Management + Compliance** – Responsible for all periodic grant compliance, as described in the grant contracts and aligning with budget. Responsible for maintaining reports and contracts.
- **Operations Management:** Create operations reports and meet with teams to identify and correct problems and potential issues. Responsible for maintaining licensing and regulations compliance.
- **Commercial Strategy:** Lead in the creation of commercialization strategy for clients, CMU faculty, and organization. Develop business solutions, marketing tactics and deliverables for product commercialization.
- **Client Solutions:** Responsible for monitoring and evaluating competitive landscape and market dynamics.
- **Strategic Planning:** Strategic planning is part of every vice president job description. As an executive, you'll develop strategies in concert with the chief executive officer that will help the company grow and thrive.
- **Budgeting:** Creates the operations budget and monitors contracts and vendors. Part of the job may include identifying additional sources of external revenue.



- **External Relations:** Ultimately responsible for building strategic partnerships and relationships with external partners. Bringing in new business to build meaningful relationships.

**EXTERNAL:** Will interface broadly across a wide spectrum of business and association staff at all levels. This will include current clients, potential start-up companies/associations, other regional colleges and universities, other private sector enterprise incubation centers, entrepreneurial projects & private sector businesses.

#### **POSITION REQUIREMENTS and DEMONSTRATED SKILLS/KNOWLEDGE:**

- Good business acumen
- Strong communication skills, both verbal and written
- Strong organizational skills
- Ability to work in and build a team
- Able to work independently but within strategic framework
- Can handle many projects/assignments at the same time

#### **OTHER REQUIREMENTS:**

- Must be efficient at utilizing computer-based tools to accomplish tasks.
- Travel, mandatory weekends, and nights

#### **TECHNOLOGY:**

- Calendar and Email: Microsoft Outlook
- Customer Relationship Management System: Salesforce
- Microsoft Office Suite: Excel, PowerPoint, Word

#### **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](http://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, the Central Michigan University Research Corporation 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.