

California State University, Fresno Foundation

CLIENT PIPELINE AND MEMBERSHIP SPECIALIST – WET CENTER

JOB ANNOUNCEMENT #24-612

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| POSITION SUMMARY: | <p>Full-time, benefited position with the Water, Energy, and Technology (WET) Center through the California State University, Fresno Foundation. The Water, Energy and Technology (WET) Center has been working hand in hand with entrepreneurs since 2016 to commercialize their concepts or accelerate their existing ventures. With the Central Valley home to the most productive agricultural region in the world, we specialize in cultivating entrepreneurs in the agricultural, energy, and water verticals. We have engaged with over 500 entrepreneurs and accelerated over 80 companies. Collectively, these firms have raised more than \$280 mil in public, private, and institutional investments. Located on the Fresno State campus, the WET Center provides a soft landing spot for companies looking to establish a presence in the Central Valley. Our programming focuses on social impact, community development, job growth, and economic development in the Central Valley.</p> <p>In addition to overseeing the daily operations of the Center, the Client Pipeline and Membership Specialist plays a crucial role in building our pipeline of entrepreneurs and helping to facilitate the support our startups need to fulfill or exceed their performance expectations.</p> |
| ESSENTIAL JOB FUNCTIONS: | <p>Under the supervision of the Director, the WET Center Client Pipeline and Membership Specialist will be responsible for the following typical duties including, but not limited to:</p> <ul style="list-style-type: none">• Client Engagement and recruitment:<ul style="list-style-type: none">○ Create targeted prospect lists of startups derived from referrals, online research, LinkedIn, and online databases.○ Direct outreach, prospecting, and lead qualification of energy, cleantech, agricultural, and water startups to schedule initial WET Center intake meetings.○ Build and maintain deep relationships with on and off-site startup companies to understand their needs and challenges.○ Act as a central point of contact for clients, addressing queries and providing assistance as required.○ Collaborate with clients to gather feedback on services and identify opportunities for improvement.○ Support the management of startups after acceptance into WET Center programming and conduct basic check-ins with them as needed. (see reporting)• Compliance and Reporting:<ul style="list-style-type: none">○ Work closely with startup companies to accurately collect and compile essential reporting data.○ Facilitate data collection and tracking process for reporting purposes; populate reporting tools from various funding agencies.○ Ensure timely submission of reports to comply with grants supporting the WET Center.○ Collaborate with internal teams to track and monitor key performance indicators (KPIs) for reporting purposes.○ Support assessment of program strengths and help identify areas for improvement.• Meetings, Events and Workshops:<ul style="list-style-type: none">○ Support planning and execution of programs and activities, including Valley Ventures, Technology Innovation Evaluation (TIE) meetings, BlueTechValley, and the Center for Irrigation Technology (CIT), per the mission and goals of the organizations○ Provide technical production assistance (such as Zoom) for WET Center meetings, events and webinars.○ Coordinate logistics for client-related activities to enhance networking and collaboration opportunities. |

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| | <ul style="list-style-type: none"> • Day-to-Day Operations: <ul style="list-style-type: none"> ○ Coordinate the opening and closing of the WET Center daily, ensuring a smooth and welcoming environment for clients and visitors. ○ Provide administrative support for daily office operations as needed, including front desk service, welcoming and screening visitors, and answering phone calls. ○ Assign office spaces to startup companies based on their requirements and office availability. ○ Monitor building security and key distribution to ensure secure client access. ○ Oversee mail distribution and maintain accurate records. ○ Supervise student assistants supporting the Center's programs and projects. |
| QUALIFICATIONS & EXPERIENCE: | <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required:</p> <ul style="list-style-type: none"> • Bachelor's degree in business administration, management, or a related field. • Experience in a customer-facing role, preferably in a small business, startup or business incubator/accelerator environment. • Strong organizational skills with the ability to manage multiple tasks simultaneously. • Excellent communication and interpersonal skills to effectively engage with diverse stakeholders, startup founders, and partners. • Detail-oriented and capable of maintaining accurate records. • Proficient in Microsoft Office Suite and other relevant software. • Valid driver's license in good standing and a safe driving record as driving may be a requirement for this position. <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of AgTech, energy, and/or water sectors. • Experience with Adobe Creative Cloud (Illustrator, Photoshop, Premier) or comparable software. • Experience with Microsoft Office Suite (Office, Excel, PowerPoint). |
| SALARY/BENEFITS: | \$4,583.33 - \$5,416.66 per month, depending on qualifications and experience. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay. |
| DEADLINE: | Application review begins <u>May 20, 2024</u>. Position will remain open until filled. |
| TO APPLY: | <p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p> |

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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