



Boston University
Innovate@BU
Position Description: Executive Director

Position Executive Director, Innovate@BU
Boston University

Location Boston, Massachusetts

**Position
Summary**

Boston University is seeking applications for the Executive Director of [Innovate@BU](#). Innovate@BU is a vibrant campus-wide organization with a mission of educating, mentoring, and enhancing student experiences with innovation and entrepreneurship. Innovate@BU supports all forms of student enterprise and ideation, ranging from for-profit concepts, to new product conception, to social and non-profit ventures. Believing that all students should be able to see themselves as entrepreneurs and in the field of innovation, Innovate@BU seeks to engage full participation of students from all academic fields representing the social, ethnic, and cultural diversity found at Boston University. The Executive Director is responsible for developing and implementing the strategy for Innovate@BU; cultivating a vibrant, entrepreneurial culture and programs accessible to all BU students; and building a robust network of innovators both within BU and throughout the Boston ecosystem and beyond. The Executive Director provides vision and leadership for Innovate@BU and has direct responsibility for the organization's programs, staff, finances, fundraising with Development & Alumni Relations, and external relations.

This position will provide a passionate, energetic, collaborative leader with the opportunity to engage with students, faculty, and staff across all of Boston University's 17 schools and colleges in the pursuit of meaningful engagement and the cultivation of a vibrant entrepreneurial community throughout Boston and the country. Competitive candidates will have experience interacting with higher education, academia, or students, complemented by first-hand experience with innovation and entrepreneurship. Candidates must have a demonstrated commitment to issues of diversity, equity, and inclusion. Experience that qualifies candidates for a faculty appointment, ranging from a Professor of Practice to a Full Professor, is welcomed. The Executive Director will report to the University Provost and Chief Academic Officer or her delegate; if the incumbent qualifies

for a faculty appointment, in their capacity as a faculty member they will report to the dean of the relevant school or college.

Responsibilities

The following describe the primary duties and responsibilities of the Executive Director:

Student Programming and Mentorship

- Set and execute the overall strategic direction of Innovate@BU, especially ensuring that it serves the needs of students in all of BU's schools and colleges, ranging from first year students to PhD candidates, and including degree candidates from groups that are traditionally underrepresented in Innovation and Entrepreneurship (I&E).
- Lead the staff and faculty in creating and executing approximately 200 student-focused events annually and ensure consistency with programmatic and educational goals.
- Coach and mentor students and student teams.
- Develop approaches that broaden participation of underrepresented groups, including women and under-represented racial and ethnic groups, in entrepreneurship.
- Cultivate and engage a diverse group of outside experts as mentors and coaches for students.

Build I&E Network Within and Beyond BU

- Be a visible champion for I&E on campus.
- Continually improve and cultivate the reputation of BU as a top school for I&E, as measured by both awards and rankings in external publications.
- Collaborate with campus partners to coordinate a variety of I&E activities across the University (for example, the [Engineering Product Innovation Center](#), [BU Spark!](#), the [Startup Law Clinics](#), and [Idea Hub in the School of Public Health](#)).
- Communicate with internal stakeholders as necessary, including through the [Faculty Innovation Network](#).
- Cultivate and engage alumni in the activities of Innovate@BU.
- Form and maintain external relationships, such as with external accelerators and incubators, that benefit our students.
- Develop programs and relationships throughout the Boston area that serve the local community.

Academics and Research

- Fund and support select research in I&E that informs the pedagogy of Innovate@BU.
- Champion the incorporation of best practices and current research findings into I&E programs throughout the University.
- Work in conjunction with the [Office of Technology Development](#) to aid faculty innovation and entrepreneurship on campus.
- Collaborate with the university's general-education program, the [BU Hub](#), on continuing and expanding curricular and co-curricular experiences for students involving I&E.
- Provide support and guidance for the university-wide minor in I&E.

Management and Fundraising

- Hire and supervise a full-time staff (currently 9) and affiliated faculty (currently 4), including setting annual objectives and evaluating performance against objectives.
- Oversee all financial matters for Innovate@BU, including annual budget preparation and reporting.
- Oversee and maintain a coherent communications strategy, both internally and externally.
- Champion and model Diversity, Equity, and Inclusion specifically for the field of innovation and entrepreneurship.
- In conjunction with Development & Alumni Relations, raise funds to support a variety of activities, including the [New Venture Competition](#) and [Summer Accelerator](#).
- Work with Development & Alumni Relations to provide consistent stewardship and communication to current donors, including regular email communications, preparation of an annual report and preparation of individual reports for select large donors.
- Organize and run the [Innovate@BU Advisory Board](#), made up of alumni, supporters, and large donors, which meets at least twice annually.
- Participate in alumni events and meetings on a regular basis.

Required Qualifications

The successful candidate will have:

- Experience in education or student engagement.
- Background successfully navigating large, complex organizations, with a preference for candidates with some exposure to higher education institutions.
- Enough first-hand experience with innovation and entrepreneurship to be able to knowledgeably advise students and make connections to mentors or other experts where needed.
- Knowledge of the Boston innovation and entrepreneurship ecosystem is preferred; experience building connections across a regional network/ecosystem is required.
- Personal commitment to diversity, equity, and inclusion and prior work in this area.
- Leadership experience and history of successfully managing a team of staff (and faculty).
- Very strong written and verbal communication skills.
- Ability to establish a clear, long-term vision, lead implementation of that vision, and generate measurable results.
- Ability to build relationships and partnerships both within BU and with external partners.
- Experience successfully designing, implementing, and evaluating programs.
- History of building consensus and developing collaborative efforts in pursuit of common goals.
- Ability to work and collaborate across disciplinary boundaries.
- Ability to manage relationships and mobilize support among alumni and donors.
- Commitment to the mission of Innovate@BU as an interdisciplinary resource for all students at BU, including students of all majors, backgrounds, personalities, and interests.
- Ability to effectively engage donors and alumni; prior fundraising experience is not required, but competitive candidates will demonstrate the skills and personality required to grow into an effective fundraiser.
- Academic experience in a particular field is not required, nor is a specific degree. Preference may be given to candidates who are qualified for a faculty appointment,

ranging from Professor of the Practice to a Full Professor, but non-faculty candidates will also be considered.

- A desire to help people and contribute to their growth; ideal candidates get energy from helping students, mentors, faculty, and staff to succeed and grow personally, professionally, and academically.

Innovate@BU

Innovate@BU is a University-wide initiative that works to enable all BU students and alumni to become drivers of innovation in their own lives, careers, and communities. With an extensive curriculum of future-focused education, world-class research, a vast network of experts, world-class research, and a growing community of makerspaces, Innovate@BU is where students can find the resources to turn ideas into tangible solutions for diverse problems, with the goal of fostering an entrepreneurial mindset and helping students turn ideas into something real. Led by an Executive Director, a team of staff, and a number of affiliated faculty, Innovate@BU provides engagement opportunities, training/education, and a physical gathering space for students, faculty, staff, alumni across all of Boston University's 17 schools and colleges, as well as the broader Boston innovation ecosystem.

Innovate@BU offers experiential learning programs, oversees a University-wide [minor in Innovation and Entrepreneurship](#), engages faculty in research, amplifies the plethora of innovation and entrepreneurial activities happening across the University, and is a key member of the Boston innovation and entrepreneurship community. Through its physical home on the Charles River campus, the [BUild Lab IDG Capital Student Innovation Center](#), it provides a variety of signature programs that collectively foster a culture and community of innovation and entrepreneurship.

For more information, visit <https://www.bu.edu/innovate/>.

Boston University

Boston University (BU), a member of the Association of American Universities (AAU), is one of the leading private research and teaching institutions in the world, with two primary campuses in the heart of Boston and programs around the globe. Chartered in 1869, the University today enrolls over 33,000 students including over 16,000 undergraduates and employs nearly 4,000 faculty members across 17 schools and colleges. Boston University has a rich tradition of inclusion and social justice, and is committed to living that history today as a diverse, equitable, and inclusive institution.

BU is one of the largest private universities in the United States and one of the Boston area's largest employers. BU's students come from all 50 states and over 135 countries. Students pursue studies on the Charles River and Medical Campuses as well as study abroad programs in over 30 cities around the world. Boston University's faculty are committed to excellence in teaching and in path-breaking research and scholarship. We place a strong emphasis on collaborative research efforts of both faculty and students, with major initiatives in emerging areas such as neuroscience, systems biology, photonics, engineering biology, data science and

artificial intelligence, urban health, global health and development, and emerging infectious diseases.

From its earliest days, Boston University has opened its doors to women and people from racial and ethnic groups traditionally underrepresented in higher education and academia. Founded in 1839 (in Newbury, Vermont) as a Methodist seminary, the University was incorporated in 1869 and emerged in the twentieth century as a Boston-area institution. Until the early 1970s, the University had a modest research profile and limited on-campus housing. The transformation into today's Boston University began in the early 1970s with a conscious decision to raise the University's standing and quality by marshaling resources, primarily from operating funds, to build an infrastructure for basic and applied research and to improve the campus by adding residential facilities.

The University recently completed its first-ever comprehensive campaign with gifts and pledges totaling over \$1.85 billion. Boston University's transformation is perhaps most evident in the national and international recognition achieved by faculty in diverse fields on both campuses and in prestigious grants to distinguished programs or departments. U.S. News & World Report ranked BU #57 worldwide in their 2021 list of Best Global Universities and #42 in their 2021 rating of Best National Universities in the United States. The recent QS rankings listed BU as #17 in Private Universities and #20 in Doctoral Universities.

Contact

Confidential review of applications will begin immediately and continue until the position is filled. **For consideration, a resume or CV and a cover letter should be submitted to the Search Advisory Committee at edinnovate@bu.edu. The cover letter should discuss the candidate's interest in the role, relevant leadership experience, thoughts on how they would advance diversity, equity, and inclusion, and other qualities or experiences relevant to this role.**

While nominations and applications will be accepted until a new Executive Director is selected, interested parties are encouraged to submit their materials before **Friday, September 17, 2021**, to ensure full consideration.

Boston University is committed to fostering a diverse University community within a supportive and respectful environment. We believe that the diversity of our faculty, students, and staff is essential to our success as a leading research university with a global reach, and that diversity is an integral component of institutional excellence.

Boston University is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status or any other characteristic protected by law. If you require a reasonable accommodation to complete the employment application, please contact the BU Equal Opportunity Office at 617-358-1796 or ooo@bu.edu.