



Title: Manager, Strategic Engagement
Department: Strategic Engagement
Reports to: Vice President, Strategic Engagement
FLSA Status: Exempt

Overview:

As stewards of Research Triangle Park (“RTP”), Research Triangle Foundation (“RTF”) leads the Triangle in creating a thriving business environment, promoting economic development, and facilitating strategic partnerships that benefit the region and state. Through its commitment to fostering connections, environmental stewardship, innovation and collaboration, and diversity and inclusion, the Foundation invests in programs that cultivate vibrant communities within RTP and beyond.

RTP is the largest research park in the United States and a premier global innovation center. Its 7,000 acres house hundreds of companies, including science and technology firms, government agencies, academic institutions, startups, and nonprofits. Our revitalization, begun in 2015, is ongoing and is repositioning RTP to remain relevant going forward.

The Strategic Engagement department is responsible for administering the activities of a number of organizations under the RTF umbrella including TUCASI, Owners & Tenants Association, the RTP Service District Advisory Council and sub-committees of Owners & Tenants that currently include the Diversity, Equity and Inclusion Committee (DEI), Security Committee, O&T Executive Committee and Committee on the Environment and Sustainability and the RTP Charitable Fund.

This is a new role designed to help the VP of Strategic Engagement achieve even greater influence and impact with our stakeholders and creating alignment between their needs/wants and RTF’s strategic vision. The major job duties are as follows:

- Supports the VP of Strategic Engagement by working cross-departmentally within the organization to ensure quality and consistency of external facing engagements.
- Ownership and coordination of contact with stakeholders.
- In collaboration with the VP, develop processes and methodologies to collect qualitative and quantitative feedback from stakeholders for relevant reporting.
- Assists in facilitating and managing relationships with various stakeholders: Corporate Partners, Higher Education Institutions, Governmental Entities, Community Groups, and other stakeholders as identified.
- Ownership and maintenance of 'Database/CMS' used to track stakeholder contacts and engagement requests.

- Assists in ensuring goals are met in areas including budget, timelines, and internal and external stakeholder relationships.
- Assist in analyzing and documenting program and project risks.
- Compose written internal and external documentation (project updates, statements of work, capability overviews, project deliverables in the form of documents and slide decks).
- Meet with stakeholders to ensure ongoing communication related to program and project status.
- Additional duties as assigned to meet program and agency mission, goals, and objectives.

Organizational Relationships:

Reports to Vice President of Strategic Engagement.
Collaborates closely with Marketing and Communications (among other departments).

Required Qualifications:

Education/Experience: Bachelor's degree (B.A.) from four-year college or university; or three to five years related experience and/or training. Three to five years progressive experience within the non-profit, government or higher education industry; or equivalent combination of education and experience.

Experience in planning, implementing, and reviewing customer and stakeholder engagement strategy while applying a high-level of creativity, innovation, and attention to detail.

Proven ability to work independently, and effectively lead and coordinate a project to achieve successful outcomes.

Excellent written and oral communication skills, with high level interpersonal skills to develop and maintain relationships with keys stakeholders at all levels, internal and external to the Foundation.

Polished and professional communication skills for external correspondence with different stakeholders.

Strong analytical and conceptual skills, including demonstrated ability to source, analyze and disseminate information to make informed decisions.

Excellent organizational and time management skills with the ability to meet competing deadlines.

High-level computer skills with a thorough knowledge of the Microsoft Office Suite and an understanding of the Adobe Suite of programs.

Physical Demands:

- Ability to communicate orally with stakeholders. Regular use of the telephone and e-mail for communication is essential.
- Sitting for extended periods is common. Hearing, vision and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
- Good manual dexterity for the use of common office equipment, such as computer terminals, calculator, copiers, and fax machines.
- Ability to walk over uneven terrain when showing sites to prospective companies or when monitoring/evaluating unimproved RTF property.

Work Environment:

The job is performed indoors in a traditional office setting. Activities include extended periods of sitting, occasional fast paced events and extensive work at a computer monitor.

To Apply: Please send a resume and brief cover letter to will@barfieldrevenue.com

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The Research Triangle Park does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, military service, or other non-merit factor.