



Analyst, Entrepreneur Development

BioSTL, a privately-funded, non-profit organization driving St. Louis bioscience and innovation, seeks an engaging and organized professional to support BioSTL's mission of advancing St. Louis' prosperity by cultivating thriving bioscience and innovation sectors. Specifically, this position is critical to the successful operation and future growth of Fundamentals, an entrepreneur development program. In this position, you will learn about entrepreneurial challenges and responses across a wide range of life-science companies through exposure to at least 70 new company ideas over the course of the year. You will assist companies with IP evaluation, business modeling, development planning, resource prioritization, fund raising and many other practical business challenges. The position will report to the Director Entrepreneur Development.

BioSTL builds regional capacity, focuses community resources, and nurtures a collaborative environment to capitalize on the unique convergence of St. Louis' corporate, university, and entrepreneurial strengths in medical and plant bioscience. To achieve St. Louis' potential in the high-growth bioscience industry, BioSTL has organized business, university, and philanthropic leaders around a set of deliberate strategies focused on: new company creation and entrepreneur support (through its non-profit investment arm, BioGenerator); company attraction (U.S. and international, through its GlobalSTL program); improving access to investment capital (public, angel, and venture capital); ensuring appropriate physical infrastructure (labs, incubators, and research districts); government relations and public policy (federal, state, and local); fostering an inclusive pipeline of women and minority entrepreneurs; aligning/enhancing regional STEM education and employment activities (through STEMSTL); and communicating the region's strengths.

BioSTL believes its success is of vital importance to the future growth and prosperity of the St. Louis region and seeks a committed individual who shares this vision, who desires to make a difference, and who wants to be part of a transformative organization.

Job Responsibilities:

As an **Analyst, Entrepreneur Development**, this position will actively participate in the following projects/areas:

- Program Analysis:
 - Coordinate, attend and document interviews with program participants
 - Maintain oversight of all clients to ensure resources engaged in serving clients are on schedule and all resources are efficiently deployed
 - Serve as the point of contact and coordinator with student oriented programs e.g. BEC, BALSAs, Idea Labs, Med Launch, the Skandalaris Center
 - Perform technical and business assessment of new client ideas, providing feedback and advice to clients
 - Perform analyses of biotech startup ecosystem
 - Perform analyses of outcomes of the Program, generating improvements in processes and areas of focus for the Program
- Program Administration:
 - Maintain a comprehensive monitoring and measurement system for tracking program activities; utilization of resources and results (primarily via Salesforce)
 - Generate reports upon request to BioGenerator or other groups as needed

- Adminstrate intake of new clients (coordinate calendars for first meeting and set up contact information in Salesforce)
- Take responsibility for developing marketing material for Program events
- Maintain regular communications with key stakeholders, e.g. Washington University OTM, as well as with Program clients

Qualifications/Experience:

- Bachelor’s degree and strong record of academic or industrial achievement in life-sciences is required. Advanced degree strongly preferred
- Strong interest in entrepreneurship required. Active prior role in a start-up preferred
- Proficiency with the Microsoft Office suite especially Outlook, Word and Excel and working knowledge of Salesforce (or other CRM) including data entry, report generation and basic data analysis
- Highest personal and professional integrity

Required Skills:

Excellent inquiry, persuasive, collaborative and communication skills, both with internal and external audiences; ability to excel in both a team setting and independently; excellent listener; ability to dissect and understand complex business issues; ability to see the big picture and not get mired in minutia; excellent judgment; prioritization and project planning skills.

Application:

Please send a detailed letter of interest and resume to jjacks@biostl.org with “Fundamentals, Entrepreneur Development” in the subject line. Confidential inquiries can be submitted to Jim Jaacks, Vice President, Finance and Administration, at the same email address.

For more information, visit www.biostl.org and www.biogenerator.org.