



Job Description	
<b>Title:</b>	Program Coordinator
<b>Reports to:</b>	Industry Engagement Manager
<b>Type:</b>	Full time

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### Objective/Summary of Responsibilities:

FuzeHub is a not-for-profit organization that connects New York's small and mid-sized manufacturing companies to the resources, programs and expertise they need for technology commercialization, innovation and business growth. We help companies navigate New York State's robust network of industry experts at Manufacturing Extension Partners centers, university research centers, business incubators, economic development organizations and other providers.

The successful candidate for this position will support the Industry Engagement Manager who is responsible for engagement with the manufacturing/start-up community, primarily through administration of the Jeff Lawrence Innovation Fund. The Program Coordinator will support efforts to understand and manage the status of manufacturing and commercialization grant projects, working to administer grant awards, contracts and other fund activities. In addition, based on business needs, the Program Coordinator is expected to also provide support for the Solutions Program in support of industry engagement as may be required from time to time.

Critical to this role will be the need to manage projects and grants, milestone reports and payments. In addition, supporting the activities that maintain and increase the effectiveness of the Fund and its engagement with the community. Candidates for this position will have a strong background and skills related to managing deliverables for multiple projects, multi-tasking, data management, grant tracking and communication skills.

Candidates should be interested in serving a start-up organization characterized by a fast-paced work environment and the continual introduction of new opportunities to support the competitiveness of manufacturers in New York State.

### Responsibilities Include, but not limited to:

- Coordinate and administer activities under the Jeff Lawrence Innovation Fund
  - Coordinate application process and follow-up
  - Collect, organize and research project submissions and support necessary due diligence
  - Coordinate meetings and follow-up with applicants and selection panel
  - Assist in tracking of projects reporting and financial processes
  - Report impacts, metrics and program successes
  - Administer dashboard of projects and deadlines
  - Communicate with FuzeHub administrative staff and awardees to ensure proper documentation and grant activities have been completed
- Support the development and growth of the Fund:
  - Assist in the development of presentations related to the Fund and other activities
  - Support the development of events and identification of business development opportunities
  - Work closely with the Solutions Program to ensure cross collaboration between the two programs

- Some travel across NYS to help Industry Engagement Manager with events and networking meetings
- Support other program activities as needed

### **Requirements & Qualifications**

- Bachelor's degree and 2+ years of relevant experience
- Experience with grant/fund management
- Demonstrate an understanding of economic development projects and/or entrepreneurial programs
- Proven track record for coordinating projects ensuring scope and direction are on schedule and budget guidelines are met
- Results-oriented with a proven success in supporting and improving new programs
- A creative thinker, with the ability to think on their feet
- Technical skills with MS Office products, proficiency with Excel, and other online applications

Please send resume and cover letter to [info@fuzehub.com](mailto:info@fuzehub.com).