

Senior Program Manager, Startup Ventures  
University at Buffalo, The State University of New York

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Posted Feb. 7, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Senior Program Manager, Startup Ventures
<b>Department</b>	Business and Entrepreneur Partnerships
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 7, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Development/Institutional Advancement
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55742">https://www.ubjobs.buffalo.edu/postings/55742</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The **Senior Program Manager** is a key member of the Startup Ventures unit of the Office of **[Business and Entrepreneur Partnerships \(BEP\)](#)**. The Manager is responsible for overseeing and supporting Startup Ventures programs, including the process, operations, and logistics associated with building a qualified funnel of startups and enabling the growth of those startups through marketing, fundraising and other initiatives. You will help startup companies through these programs with the goal of positively impacting Buffalo and Western NY. The Manager will also support other programs of BEP as needed and support a culture of collaboration across BEP, as well as help BEP build and maintain relations with regional economic development organizations.

#### Key Responsibilities

- Support Startup Ventures and other BEP programs, such as:

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- Manage the WNY Hotspot WIN (Western NY Incubator Network), including coordinating and fostering collaboration between the WIN member incubators, developing and providing services to member incubators per their needs, and overseeing reporting and other requirements for the Hotspot grant.
- Support the Cultivator program, including recruiting and vetting companies for the program, and mentoring and supporting companies that have been accepted into the program.
- Support the NSF I-Corps Program at Buffalo, including recruiting and vetting of teams for the regional cohort, as well as mentoring teams being accepted into the regional program.
- Support BEP's Innovation Seed Fund, including assisting with due diligence of startups for equity investments, following-up with portfolio companies as needed, and performing outreach to raise additional funding for the Fund.
- Represent the University at Buffalo at various federal, state and local community events and conferences.
- Forge and maintain partnerships with organizations relevant for the Startup Ventures programs.
- Help evaluate, develop, and deploy strategies and best practices to ensure increased diversity, equity and inclusion throughout Startup Ventures programs.
- Organize events and meetings that foster collaborations with internal stakeholders, startups, incubators, service providers and other relevant economic development organizations.
- Look for funding opportunities from federal, state, industry and philanthropic sources and help the team build relationships with funders and put together proposals for funding.

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- Being a part of the [University at Buffalo community](#).

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### **Contact Information**



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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