



**STRATEGIC INITIATIVES MANAGER
CORTEX INNOVATION COMMUNITY
ST. LOUIS, MISSOURI**

POSITION SUMMARY

The Strategic Initiatives Manager is responsible for managing special projects related to the implementation of Cortex’s strategic plan. This is a new position that will be critical to bringing infrastructure and discipline to new strategies driving Cortex’s impact on equitable economic growth outcomes for St. Louis. This position is a full-time, salaried position with benefits.

In this role, you will work closely with staff at all levels, as well as with various partners and district users to advance inclusion and equity in Cortex. Cortex specifically is working towards a future where all St. Louisans can benefit from the regional innovation economy by providing quality space, growing the number of quality jobs in the region, and training a diversity of talent to taking advantage of those jobs. Everything we do is through a diversity, inclusion and equity lens.

The successful candidate will create and assess internal and external programs, policies, and practices that advance the implementation of our [new strategic plan](#). Internally, you will help build and implement organizational processes that will help Cortex staff to complete their work effectively, efficiently and through a lens of inclusion and equity. Externally, you will help build and manage trusted and strategic relationships with community members and key organizational partners. This position is critical for building bridges and relationships between Cortex’s staff, board members, partners, tenants, and impacted community members.

ABOUT CORTEX

Cortex is a vibrant space serving as an inclusive economic engine for St. Louis. Cortex creates equitable economic impacts by leveraging high-quality facilities, developing programs that build knowledge and networks, and convening strategic partnerships that attract and support emerging and established companies. Founded in 2002 through a collaboration of Washington University in St. Louis, BJC HealthCare, the University of Missouri – St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation Community (CortexSTL.org) is an internationally recognized hub of innovation and entrepreneurship that is focused on accelerating inclusive economic growth in St. Louis.

Cortex’s mission is to advance inclusive economic growth in the St. Louis region. Cortex’s new 5-year strategic plan can be found [here](#).

ORGANIZATIONAL RELATIONSHIPS

Reports to: Senior Vice President, Equitable Economic Impact



Supervises: No permanent staff; occasional interns or fellows
Collaborates with: All staff; Board; Inclusion Committee of the Board; partner organizations; consultant and training organizations; regional collectives and partnerships

POSITION RESPONSIBILITIES

Interested candidates must demonstrate experience supporting the implementation of organizational strategy related to ensuring equitable processes and outcomes. They must also demonstrate strong project management skills, be adept at relationship building, practice strategic thinking, and be comfortable with change. Finally, the successful candidate should be able to demonstrate an understanding of how individual identities (age, socioeconomic background, culture, ability, race, ethnicity, gender, sex, religion, sexual orientation, and others) shape experiences and outcomes.

This position will advance our mission by:

- Managing internal projects related to diversity, inclusion and equity, team culture building and evaluation,
- Source – or, when necessary, develop and maintain – toolkits, guidelines, and other resources that enable staff, leadership, and partners to develop and assess programs and policies generally, and through an equity lens.
- Help develop and manage intentional relationship building and maintenance with a variety of key partners, community members, and key constituents.
- Together with partners, evaluate workforce training models to address talent gaps, especially those that provide earned revenue and/or and those aimed at closing racial equity gaps.
- Determine strategies to address non-training barriers through partnerships or new interventions, ensuring everyone who wants to access training can.
- Support development of, and adherence to annual budget documents, plans and evaluation structures.

REQUIRED SKILLS, ABILITIES AND ATTITUDE. (We understand not all applicants will have all the following skills and abilities. We are hoping for a subset.)

Project Management

- Familiarity/experience with managing and planning various projects to meet deadline and budget goals to ensure a quality product or outcome, as demonstrated by successfully managing high-stakes projects that involve a diversity of staff towards successful outcomes.
- Familiarity with Microsoft Office suite.



Communications

- Strong public speaking skills, and comfort with community engagements.
- Experience with leading meetings, setting agendas, and using them to build coalitions for action.
- Strong writing skills, especially for grants, memoranda, analyses, and reports.

Operation with Diversity, Equity, and Inclusion Lens

- Experience applying a systems lens to diversity, equity and inclusion work.
- Experience setting strategies to promote diversity, equity and inclusion work inside organizations.
- Experience in any combination of the following: facilitating meetings, recognizing and mitigating bias, culture and climate surveying and/or inclusive management practices.

Personal Skills

- Commitment to honesty, transparency, and trust-building across communities.
- An eagerness to learn and a commitment to continuous quality improvements.
- A passion for Cortex's mission.

PREFERRED POSITION QUALIFICATIONS

- One to three years of experience in diversity, inclusion, and/or equity work.
- One to three years of team building experience.
- One to three years of data management experience (qualitative and/or quantitative) and/or program evaluation.
- Experience in innovation spaces, universities, nonprofit organizations, St. Louis' education and/or workforce training systems, with a focus on serving a diversity of communities and/or workforce training.

DIVERSITY, INCLUSION AND EQUITY

Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

COMPENSATION



The hiring salary range for this position is \$60,000-\$70,000 a year. Cortex employees also receive a benefits package that includes health insurance, 9 holidays, 20 days of PTO a year, 10% 401K matching after 6 months, and others. Work location can be hybrid between in the office and at home, depending on weekly needs and responsibilities.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to resumes@cortexstl.com. We will interview until we fill the position but prefer a submission date of EOB April 8.