



<https://greaterakronchamber.org/job/director-of-innovation-portfolio/>

Director of Innovation Portfolio

Description

Reports To: Executive Director, Polymer Industry Cluster

Location: Greater Akron, Ohio (Hybrid; primary office at Greater Akron Chamber; partner-site travel as needed)

Status: Salary, Exempt

POSITION OVERVIEW:

The Polymer Industry Cluster (PIC), a growing industry and technology consortium, is seeking a highly motivated, execution-oriented leader to serve as the Director, Innovation Portfolio. This role functions as PIC's integrator—translating strategy into an actionable operating plan and ensuring disciplined delivery across federal and state awards, partner-led initiatives, and the Cluster's end-to-end innovation pipeline. Working closely with the Executive Director/Chief Innovation Officer and coordinating with shared services provided by the Greater Akron Chamber, this role builds and runs PIC's portfolio operating system: master plan, dashboards, reporting cadence, committee decision support, and partner performance management. The Director also supports long-term financial sustainability by helping develop and execute earned-revenue models (membership, sponsorship, fee-for-service offerings, and innovation services connected to pilot facility access) and by strengthening integration with regional innovation nodes such as Bounce Innovation Hub and the Synthe6 accelerator.

KEY RESPONSIBILITIES:

Integrated Portfolio Management (Awards + Initiatives)

- Build and maintain the master plan across all active grants and initiatives, including milestones, dependencies, synergies, and reporting calendar.
- Develop and track portfolio KPIs (programmatic and impact metrics) and prepare monthly/quarterly performance dashboards for leadership and governance bodies.
- Identify risks early, drive mitigation plans, and escalate decisions/issues to the Executive Director as needed.

Grant Execution, Reporting, and Compliance Coordination

- Monitor progress toward federal and state objectives, milestones, and deliverables; coordinate timely collection of partner inputs for reports; support engagement with federal and state agencies and coordinate reporting requirements.
- Own subrecipient performance cadence and compliance checklisting in partnership with Greater Akron Chamber finance and back-office functions.
- Support grant proposal development (scope shaping, workplans, match strategy, partner alignment) and strengthen reporting systems and templates.
- Coordinate documentation and records that support audit readiness, closeout requirements, and continuity of program knowledge.

Hiring organization

Greater Akron Chamber

Job Location

388 S. Main St., Ste. 205, 44311, Akron, OH

Date posted

February 18, 2026

REVIEWING CANDIDATES

Governance and Decision Support

- Coordinate strategic priorities across PIC committees and working groups (Leadership Committee, Backbone Organization, Technical Advisory Groups, Startup/VC nodes, and other task teams).
- Produce board and committee briefing materials jointly with the Director of Operations, including dashboards, decision memos, risks, and action tracking.

Innovation Pipeline Execution and Ecosystem Integration

- Support the operating mechanics of the innovation funnel—from idea intake to pilot campaigns, scale-up pathways, commercialization, and adoption.
- Standardize pipeline tools (intake forms, diligence checklists, stage-gate decision memos, partner check-ins, and quarterly reporting packets).
- Partner with accelerator programs (e.g., Synthe6) to strengthen startup integration into the regional pipeline; ensure corporate pull and pilot/test validation pathways are clear.
- Coordinate with PIC's pilot facility leadership to align pipeline needs with facility readiness, utilization targets, and customer/project onboarding workflows.
- Identify opportunities for R&D collaboration, infrastructure reuse, and investment attraction that strengthen sustainability and regional impact.

Resource Development and Financial Sustainability

- With the Executive Director, support the build and execution of an earned-revenue operating plan (membership pipeline, sponsorships, fee-for-service offerings, and innovation services).
- Contribute to design and refinement of membership models and value propositions in collaboration with the Director of Operations and shared services.
- Support development of federal and state grant proposals, matching strategies, and reporting systems.

Special Strategic Initiatives (As Needed)

- Drive rapid problem-solving for emergent opportunities, partnerships, or challenges that require cross-functional coordination and time-bound execution.

PREFERRED EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree in engineering, science, business, economics, or a related field.
- Advanced degree (MBA, MS, or similar) is a plus.
- 7+ years of experience in program/portfolio management, innovation ecosystems, economic development, R&D operations, or related fields.
- Demonstrated experience coordinating multi-partner initiatives with measurable outcomes and strong stakeholder management.
- Experience supporting federal and/or state grant execution, including reporting, milestone management, and partner performance tracking.
- Experience developing operating plans, dashboards/KPIs, and governance briefing materials for leadership teams or boards.
- Familiarity with commercialization pathways, startup ecosystems, and/or industry-driven innovation pipelines is strongly preferred.

SKILLS & COMPETENCIES:

- Execution leadership: ability to translate strategy into priorities, timelines, and outcomes; strong follow-through and accountability.
- Portfolio management: planning, risk management, dependency tracking, and performance measurement across multiple workstreams.
- Grant and partner coordination: comfort working across institutions, managing deliverables, and maintaining reporting discipline.
- Financial and business acumen: understanding of earned revenue models (membership, sponsorship, fee-for-service) and basic budgeting concepts.
- Communication: clear writing and presentation skills; ability to produce decision-ready briefing materials and facilitate meetings.
- Analytical and systems thinking: comfort with data dashboards, KPI definition, and continuous improvement.
- Collaboration: ability to work effectively with shared services (finance, marketing, events), external partners, and technical leaders.
- Tools: proficiency with common productivity suites and project management tools; ability to manage portfolio dashboards in spreadsheets/BI tools.

OTHER CONSIDERATIONS:

- May be required to work more than 8 hours during a workday, particularly during reporting periods, major events, or portfolio deadlines.
- Must be able to remain in a stationary position 50% of the time.
- Occasionally moves office materials and/or supplies weighing up to 25 pounds throughout the office.

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours.
- Must be available during standard business hours.
- While this position will be based in Greater Akron, OH (with primary office space at the Greater Akron Chamber), aspects of this role may be fulfilled through periodic telecommuting as determined appropriate and in conjunction with project supervision.
- Occasional travel to partner sites, events, and facilities may be required
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.