SEARCH PROSPECTUS

Executive Director
Pinkney Innovation Complex for Science and Technology

MC MONTGOMERY COLLEGE

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Executive Director
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Contents

The Opportunity

Montgomery College (MC) in Maryland invites inquiries, applications, and nominations for the position of Executive Director of the Pinkney Innovation Complex for Science and Technology (PIC MC).

Reporting to Dr. Michelle Campbell, the Senior Vice President for Advancement and Community Engagement, the Executive Director leads, manages, and oversees PIC MC, including the PIC MC Foundation Board and the development of the Pinkney Innovation Complex to support Montgomery College's strategic plan, vision, and transformational aspirations.

Reporting directly to the Executive Director is the Board Relations and Marketing Director.

Position Summary

Responsibilities and duties of the Executive Director's position include:

Foundation Leadership, Management, and Development

Leading the Montgomery College Pinkney Innovation Complex for Science and Technology (PIC MC) and the PIC MC Foundation, a 509(a)(3) educational foundation.

Duties include:

- Collaborating with the PIC MC Foundation Board of Directors and providing leadership to the PIC MC Foundation to ensure alignment with Montgomery College's strategic plan, vision, and transformational aspirations. Developing and implementing strategic and annual plans as well as the goals for PIC MC and the PIC MC Foundation that support the College's mission. Evaluating the implementation of plans and the accomplishments of the strategic and annual goals.

- In partnership with the Director of Marketing and Board Relations for PIC MC, managing the PIC MC Foundation Board, meetings of the PIC MC Foundation Board and its committees, and fostering open and frequent communication between Montgomery College, PIC MC, and the PIC MC Foundation Board of Directors.

- Recruiting and onboarding new board members for the PIC MC Foundation as needed and in accordance with the Foundation's bylaws and operating

agreement. Working with the Audit and Governance Committee, other PIC MC Foundation Board members, and College leadership to identify potential board members who would provide appropriate expertise to continue the growth of PIC MC to ensure alignment with the needs of the community and the county.

- In collaboration with MC's Office of Administrative and Financial Services and the Senior Vice President for Advancement and Community Engagement, overseeing PIC MC Foundation finances, preparing financial reports and the 990 Form, and assisting with the audited financial statements as necessary.

- Effectively and consistently communicating with the PIC MC Foundation Board and its committees on progress towards the foundation's goals, the progress of Montgomery College, etc.

Position Summary (continued)

Asset management

Leading, managing, and overseeing assets, including the PIC MC Foundation Board and real estate development of the PIC MC on its Germantown Campus. This responsibility includes securing funding and development opportunities to accommodate life sciences, cybersecurity, technology, and other STEM-related companies. The Executive Director also initiates new projects and provides leadership in support of the creation of an integrated academic, business, and research campus that contributes to student access to opportunity, completion, and post-completion success.

Duties include:

- Identifying and managing consultants regarding land-use planning, design, marketing, engineering, financing, construction and legal issues, and working closely with the Vice President/Provost-Germantown and college-wide STEM units, College Facilities, the College General Counsel, the Office of the Senior Vice President for Advancement and Community Engagement, and the PIC MC Foundation Board as needed on these issues.

- Leading each new major real estate project related to PIC MC and coordinating and collaborating with college units and the PIC MC Foundation Board and its committees as needed.

- Managing contracts, leases, and partnerships with existing PIC MC tenants and, in coordination with Montgomery College, meeting the requirements of agreements between the PIC MC Foundation and Montgomery College. Coordinating with the Office of Facilities to ensure that any PIC MC maintenance and infrastructure responsibilities are efficiently managed as necessary. Managing any contract relationships with private "at-risk" developers as needed to address responsibilities in accordance with the direction of the Board of Directors of the PIC MC Foundation.

- Identifying real estate development firms to develop, finance, construct, deliver, market, lease, and manage development of one or more office and/or laboratory buildings for potential tenants and resident partners within PIC MC.

- Managing the relationships with development partners to ensure ongoing connections to Montgomery College and to its students and faculty.

- Promoting the vision for the integrated campus as it relates to the strategic plan and the college's facilities master plan, particularly related to the Germantown campus.

- Representing the PIC MC Foundation with senior college leaders as needed before regulatory bodies in seeking assistance and approval.

- In collaboration with the Senior Vice President for Advancement and Community Engagement, assisting with major real estate projects of the Montgomery College Foundation as needed and within the scope and mission of PIC MC and Montgomery College.

Partnership/Workforce Development

Directing the initiatives to market and attract potential resident partners/companies to co-locate in PIC MC. Overseeing and leading the development of partnerships between companies, the College, and PIC MC. Promoting and stewarding business connections that support the College's mission related to student success and workforce development.

Duties include:

- Effectively and consistently communicating with the larger college community about PIC MC and coordinating messaging with the Senior Vice President for Advancement and Community Engagement, the Office of Communications, and the Vice President and Provost of the Germantown Campus office.

- Strategizing, creating, and giving presentations to market PIC MC to potential tenants, regulatory bodies, and governmental entities as needed. Participating in presentations with real estate development partners as needed. Working with real estate development firms and the marketing and communications office, as needed, to create Montgomery College PIC MC marketing and outreach materials.

- Collaborating with real estate development partners, College and foundation councils, and College leadership to formalize partnerships and advance the goals of PIC MC.

- Leading and organizing events to promote PIC MC, such as open houses, groundbreaking events, ribbon cuttings, public relations activities to publicize PIC MC to businesses and the College community. Serving as the lead point of contact for business development of PIC MC, including visits by, presentations to, and communications with international businesses and groups.

- Partnering with area chambers of commerce and workforce development councils to elevate the presence of PIC MC and Montgomery College within the business community and throughout Montgomery County, serving as an economic and business development partner in support of the health and vitality of Montgomery County.

- In collaboration with the Senior Vice President for Advancement and Community Engagement and applicable Montgomery College leadership, coordinating the matching of the workforce needs of tenants and businesses to the College's training and education programs.

- Making presentations, as needed, with the Senior Vice President for Advancement and Community Engagement and other College leaders to key community organizations, such as bioscience/life, science/biotechnology trade associations, chambers of commerce, and neighborhood associations.

- Monitoring technology park developments at other colleges and universities through the implementation of best practices.

- Representing PIC MC and Montgomery College within the economic development community in Maryland and across the country.

- Participating in the Holy Cross Health-Montgomery College Operational Steering Committee to represent PIC MC interests and to steward tenant relationships. Communicating regularly with existing PIC MC resident partners as well as Montgomery College stakeholders regarding opportunities for PIC MC, progress in meeting established goals, and ensuring all stakeholders remain apprised of the status of projects and relationships.

- Promoting Rise Zone and Opportunity Zone benefits to prospective tenants. Collaborating, as needed, with county, state, and regional economic and workforce development entities to represent Montgomery College and build a larger network for business development and tenant recruitment and acquisition.

Education and Experience

- A bachelor's degree in a relevant field, such as business administration, finance, non-profit management, public administration, or organizational leadership is required; a Master's degree is preferred.

- Certified Economic Development professional (CEcD), accredited through the International Economic Development Council (IEDC), is preferred but not required.

- Board management experience is required; 501(c)(3) experience is preferred.

- The ideal candidate will also have direct experience working in higher education, economic and workforce development, urban planning, business development, public/private partnership development, or a related field.

Characteristics

The Executive Director should demonstrate the following personal and professional characteristics:

- Strong interpersonal communication skills

- Ability to establish and foster strong relationships with senior leaders, foundation boards, the college and business community, and community-based organizations

- Knowledge of the guidelines pertaining to non-profit organizations, such as 509(a)(3) entities

- Knowledge of varying industries, including but not limited to bioscience, life science, and biotechnology

- Operational knowledge of the real estate development process

- Ability to manage the financial and administrative responsibilities of the PIC MC Foundation

- A commitment to advancing a culture of diversity, equity, and inclusion

PIC MC

PIC MC is a member of the Association of University Research Parks (AURP). PIC MC provides businesses with an on-campus integrated academic, business, and research environment on land at the Germantown Campus that is deemed available for development. Through the PIC MC Foundation, Montgomery College leases land under long-term ground leases to businesses that offer academic and student partnership opportunities and agree to locate their businesses here. Entrepreneurs are provided a resource-rich location. Students gain access to internships and interaction with industry professionals. Matching the needs of the county's evolving workforce with the proper training and education programs is an ever-present challenge that calls for communication, analysis, collaboration, and agility. The park is currently being developed to accommodate life sciences, cybersecurity, and other technology companies.

Industry Driven Curriculum

Montgomery College's biotechnology program emphasizes applied laboratory skills relevant to the industry. Laboratory work for entry-level biotechnology positions includes DNA isolation or sequencing, cell culture, toxicology or vaccine sterility testing, antibody production and isolation, and the testing and development of diagnostic and therapeutic agents. Successful students are placed directly into full-time entry level jobs at local biotechnology partner companies.

Existing Facilities

Bioscience Education Center
A 151,000–square-foot building with state-of-the-art equipment including 25 wet labs, a mock biomanufacturing suite, classrooms, meeting spaces, and an 11,000-square-foot conference center.

Holy Cross Germantown Hospital
A 237,000-square-foot, 93-bed hospital that benefits from many jointly developed programs in the health care fields.

Medical Office Building
A LEED Silver 80,000-square-foot office building with direct connection to the hospital and parking garage. Services include primary care, imaging center, pain management, laboratory, and pharmacy.

Germantown Innovation Center (GIC)
A Montgomery County owned 32,000 square foot incubator, which is managed by BioHealth Innovation (BHI), has 11 wet labs, 45 offices, and common support areas. It can accommodate up to 30 life sciences and technology start-up companies with no long-term lease obligations.

Current tenants are in biotech, cybersecurity, clean energy, and other technologies.

Build To Suit

PIC MC also offers land and construction opportunities for companies that prefer to build customized facilities. These opportunities include:

• up to 27 acres available for land-lease and build-to-suit buildings zoned as a life sciences center

• up to 700,000 square feet available for commercial development for life sciences and technology companies

• financial and tax incentives through state- and county-level programs

The PIC MC Foundation

The Foundation supports the Innovation Complex, providing an integrated academic, business, and research environment. Through the Foundation, MC provides space for economic development. Entrepreneurs are provided a resource-rich location. Students gain access to internships and interaction with industry professionals.

MC supplies the workforce. Matching the needs of the evolving workforce with the proper training and education programs is an ever-present challenge. MC constantly strives to be relevant to the needs of Montgomery County employers, the community, and students.

Montgomery College

Chartered in 1946, Montgomery College has served the community with distinction and achieved a position of national prominence. Montgomery College is located in Montgomery County, Maryland – a vibrant, diverse, and economically robust community of more than one million people, with immigrants making up about one-third of the population. The county is adjacent to Washington, D.C. and 30 miles south of Baltimore.

The College is governed by a 10-member Board of Trustees appointed by the governor of Maryland. Montgomery College serves 40,000 credit and noncredit-seeking students on three campuses in Germantown, Rockville, and Takoma Park/Silver Spring. It also includes a college-wide Workforce Development and Continuing Education unit, training centers in Gaithersburg and Wheaton, a central administrative services center, community engagement sites, and other off-campus locations.

Montgomery College is a Minority Serving Institution (MSI), a Hispanic Serving Institution (HSI), and an Asian American and Native American Pacific Islander Serving Institution (AANAPISI). The College is highly visible in the community and enjoys extraordinary support from the Montgomery County government; local representatives of state government; educational, business, and civic leaders; its two foundations; alumni; and the general community. This support has been essential to Montgomery College's operation as a high-quality, affordable, and accessible higher education institution. The College is widely recognized for the quality and scope of its programs in the arts and humanities, business, engineering and science, developmental education, health sciences, many career areas, workforce development, and trades.

The College's Board of Trustees, composed of leading citizens of Montgomery County, provides effective stewardship for the College, including a record of positive, supportive relationships with its chief executive officer and responsiveness to both student and institutional needs.

Affordable

Save 50%
Compared to public four-year schools

Supportive

17:1
Student-to-faculty ratio

Welcoming

#1
Ranked most diverse community college in the continental US

Flexible

500+
Online credit classes available

OUR MISSION

Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

OUR VISION

Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

OUR VALUES

Equity and Inclusion
Excellence
Integrity
Respect
Innovation
Adaptability
Sustainability

Campuses

The College has three campuses. The Takoma Park Campus opened in 1950 and was later renamed the Takoma Park/Silver Spring Campus when the west side of the campus was added in the early 2000s. The Rockville Campus opened in 1965, and the Germantown Campus opened in 1978.

The College's Germantown Campus, located in "DNA Alley," is home to the Bioscience Education Center and the Pinkney Innovation Complex for Science and Technology at Montgomery College, or PIC MC. The campus is a hub of education, business, and entrepreneurship, where industry partners co-locate and actively interact with faculty and students to achieve both educational and economic success. The campus also is home to the Center for Early Education, a member of the International Association of Laboratory Schools. In addition to having a county-run business incubator, Holy Cross Germantown Hospital is located on the campus. The College is the only community college to have a hospital on its campus. During spring 2021, the campus hosted a mass vaccination site in partnership with the state of Maryland and Montgomery County.

Montgomery College (continued)

The Rockville Campus is the largest campus of Montgomery College, serving about 15,000 students each semester. The community of faculty, staff, and students enjoys academic and cultural programs that reflect the international flavor of an exceptional suburban campus. The campus has a state-of the-art Science Center—with a dinosaur skeleton in its atrium— and recently opened the new Long Nguyen and Kimmy Duong Student Services Center. The campus also houses the Robert E. Parilla Performing Arts Center.

The Takoma Park/Silver Spring Campus is home to several modern facilities, including the Gwendolyn and Morris Cafritz Foundation Arts Center and the Cultural Arts Center, which support the county's vibrant arts community. The campus is also home to the Health Sciences Center, where nurses, sonographers, and surgical technicians along with many other allied health professionals receive education and training. A new math and science building is under construction and is expected to open in 2022.

In November of 2022, MC President Jermaine F. Williams, Montgomery County Executive Marc Elrich, County Council President Gabe Albornoz, together with state and community leaders announced a planned Fall 2023 opening of the College's East County Education Center (ECEC). The 55,193-square-foot space will feature classrooms, training labs, and student advising space, while offering both credit and non-credit courses. The new center is the first step in MC's expansion into East County and expects to serve more than 1,000 students in the first year.

Fundraising

In the past eight years, Montgomery College and the Montgomery College Foundation have secured more than $115 million in grants and philanthropic gifts. This includes almost $85 million in federal and state grants from organizations such as the National Science Foundation, the U.S. Department of Labor, and the National Endowment for the Humanities, and approximately $31 million from individuals, corporations, and foundations. Many of these awards are aimed at opening doors to in-demand jobs and closing skill gaps in key industry sectors. One of the largest was a multimillion-dollar grant to lead a consortium of community colleges to deliver cybersecurity degree and certificate programs.

Partnerships

In addition to its academic partnerships with Montgomery County Public Schools (MCPS), the College and MCPS also partner to offer the Alternative Certification for Effective Teachers (ACET) program, a teacher preparation program for degree-holding professionals who wish to become teachers. The College has many organizational partnerships, which often address jobs skills needs in the Washington, D.C. area, in the sciences and other high-technology areas. Partner organizations include the Smithsonian Institution, the Library of Congress, the American Film Institute, the Marriott Corporation, health care providers, various biotechnology firms, and many others. The College's Paul Peck Humanities Institute has offered Smithsonian Faculty Fellowships for 23 years, most recently in a virtual format with the theme, "Humans and the Footprints We Leave: Climate Change and Other Critical Challenges." community colleges to deliver cybersecurity degree and certificate programs.

Nomination and Application Process

Compensation and Benefits

Salary will be competitive and commensurate with qualifications and experience.

The Montgomery College benefits package includes generous paid vacation, sick leave, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plans, educational assistance, tuition waivers for employees and dependents, and wellness programming including onsite gyms, pools, and classes.

How to Apply

Tracey Weldon and Shelley Sullivan Feather of Greenwood Asher & Associates are assisting Montgomery College in this search. Applications and nominations are now being accepted. Inquiries, nominations, and application materials should be directed to Greenwood Asher & Associates and should include:

- A letter of interest that clearly states the applicant's qualifications for the position

- A current résumé/curriculum vitae

- The name, relationship, and email address of five professional references

We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Please direct inquiries, nominations, and application materials to:

Shelley Sullivan Feather,
Senior Executive Search Consultant and Practice Leader
shelleyfeather@greenwoodsearch.com

Tracey Weldon, Vice President of Executive Search
traceyweldon@greenwoodsearch.com

Access

39,757
students seek degrees, certificates, and training

79%
students of color

WHERE YOU NEED US

3 campuses
3 training sites
3 community engagement centers
🛜 online

Montgomery County, MD

GERMANTOWN
GAITHERSBURG
ICC
EAST COUNTY
ROCKVILLE
WHEATON
TAKOMA PARK/ SILVER SPRING
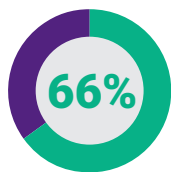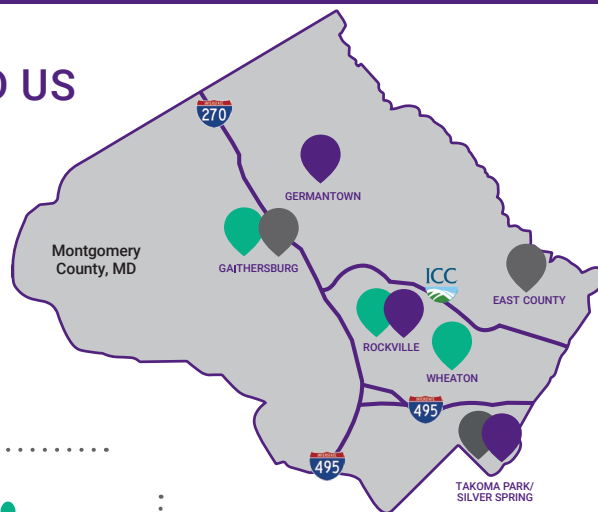
66%
students attend part time

24
average age of degree-seeking student

39
average age of training/certificate-seeking student

24%
receive Federal Pell Grants
(federal financial aid)

$27,238
average household income of Federal Pell Grant recipients

Opportunity

start early
high school students can earn a diploma and a college degree at the same time

choose your path

144
degree and certificate options
prepare HVAC techs, nurses, engineers, teachers, lab bench workers, and scientists

533
transfer institutions
including University of Maryland, Towson, Georgia Tech, and MIT

achieve your goal

MC Alumni

Carl Buch
President
Buch Construction

Sol Graham
Founder
Quality Biological, Inc.

Julie Verratti
Founder
Denizens Brewing Co.

Affordable

$5,322
Montgomery College
annual tuition and fees;
approximately half the cost
of University of Maryland

open access
high-quality,
locally provided
postsecondary education
for all residents

$51M
in scholarships,
including
Federal Pell Grants,
distributed in 2021

Excellence

9
faculty members named
Maryland professor of the year

in the classroom:
subject matter
and
industry experts

94%
faculty with a master's
degree or higher

Homegrown Talent

Alumni Fuel Montgomery's Economy

Shruti Mistry
Biomedical Engineer
Food and Drug
Administration

Alexander Camacho
Systems Engineer
Leidos

Rowda Muhammad
Biomanufacturing Associate
GlaxoSmithKline

Dimitri Tselenchuk, Ph.D.
Scientist I
Meso Scale Diagnostics, LLC

Sadiksha Thapa
Nurse
Suburban Hospital

" MC creates the homegrown talent who energize our economy. Each new hire—each new skill learned—is a success story because every wage earner contributes to the greater economy. "

–James Muir III
Vice President
Hughes Network Systems, LLC
MC Alumnus

Good Investment

49%
MCPS graduates
who stay in state for
college attend MC

**degree holders
earn $11,300 more
per year,**
on average, than
Maryland high
school graduates

79%
alumni stay in Montgomery County
and enter the workforce

$1B
MC adds to the county's economy