



## DIRECTOR OF PORTFOLIO MANAGEMENT & BUSINESS OPERATIONS

Tangible IP is the leading patent brokerage firm with over 20000 patents sold since its inception in 2011 and a vibrant and diversified practice of strategic IP advisory and monetization. We are currently looking to add a member to the team who has relevant experience in the intellectual property world, mainly around patents, has been working in a legal or paralegal capacity in the past and has superior project management skills. This position can require anywhere between 20 and 35 hours/week, depending on the candidate situation. This is a contract position, although it could be converted in to a full time position if appropriate. The candidate will be required to spend a minimum of 2 days/week on average on site (we are located on Mercer Island) and the rest can be done remotely. Work schedule can be adjusted to accommodate personal needs and traffic patterns.

The ideal candidate needs to understand the patent marketplace well and be able to navigate the US and international patent ecosystem well. There is no requirement to have be a docketing specialist as we do not file or prosecute any patents, but it is definitely a plus. Having done patent analysis is also an asset. The candidate must be business focused and able to manage many tasks at hand, with an emphasis on supporting the business' growth. Agility with various productivity tools (Excel, PPT, CRM, etc.) and social media is a definite asset.

A representative (but by no means exhaustive) list of typical functions appears below.

**Please send your resume directly to:**

**Tangible IP, LLC**

**ATT: Louis Carbonneau, Founder &CEO**

[louis@tangibleip.biz](mailto:louis@tangibleip.biz)

All inquiries will be treated with confidentiality.

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- Portfolio Management
    - Respond to and pre-qualify all incoming inquiries
    - Maintain and update CRM sales management database
    - Track status of various projects (prospects, in preparation, active matters, closings, assertion campaigns, licensing and consulting projects, etc.)
    - Send portfolios to potential buyers and track status of sales
    - Follow up with potential buyers on listed portfolios
    - Interface with sellers and sourcers/finders on various portfolios



- Help find new potential buyers, etc.
- Paralegal
  - Edit/Revise various legal agreements: confidentiality/non-disclosure, brokerage agreements, executive summaries (portfolio offering documents), employment (e.g., technical expert, sourcing), patent purchase, etc.
  - Manage and update standards contracts and forms
  - Perform light trademark and copyright support (e.g., searches)
  - Track patent assignments (e.g., contract terminations)
- Operations
  - Create and manage web site content and FB page
  - Publish press releases and newsletters
  - Maintain marketing collateral (logos, .pub handouts)
  - Publish press releases and newsletters
  - Maintain and update mailing and contact lists
  - Help with basic invoicing and accounting, etc.

