

## **Contracts Specialist**

### **Innovate Calgary**

CALGARY, ALBERTA

Innovate Calgary is the technology transfer and business incubator center for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students, and other members, to help bridge the gap between discovery and creating economic and societal impact.

We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of UCalgary's growing innovation and entrepreneurial ecosystem.

#### **CONTRACTS SPECIALIST**

Reporting to the Head of Operations, the Contracts Specialist will work closely with the Innovate Calgary team and UCalgary-based startup clients, including those within the Life Sciences Fellowship program and members of the Life Sciences Innovation Hub (LSIH). This position supports many of the key functions in Innovate Calgary with document creation, management, and delivery, to help drive Innovate Calgary's client and company successes.

#### **KEY ACCOUNTABILITIES**

- Draft intellectual property commercialization agreements (such as license agreements, option agreements, inter-institutional agreements, etc.)
- Draft research agreements between Innovate Calgary and other parties (such as sponsored research agreements, material transfer agreements, etc.)
- Assist Innovate Calgary Innovation Managers with commercializing copyrighted works
- Assist Innovate Calgary staff members with interpreting applicable University of Calgary policies
- Assist the University of Calgary with the commercialization terms of their research agreements
- Work with the University of Calgary to deal with encumbered intellectual property
- Support a Grant Navigation program (assisting startups with grant writing)
- Draft Expert Advisor contracts, statements of work and equity agreements
- Draft fellowship agreements and associated equity agreements
- Provide support with transition to Salesforce and Wellspring

#### **PERSONAL CHARACTERISTICS:**

The Contracts Specialist is detail oriented yet creative, and is strategic in their thinking. Accordingly, the position requires an individual with:

- Exceptional analytical abilities with an entrepreneurial mindset

- Strong interpersonal skills and ability to work collaboratively in an evolving environment with multiple stakeholders
- Excellent oral and written skills
- Keen attitude and willingness to explore outside area of expertise
- Ability to work with and organize and manage concurrent projects
- Outstanding time management skills and great attention to detail

**REQUIRED SKILLS/ QUALIFICATIONS:**

- Advanced degree from an accredited college or university
- Understanding of technical and legal principles, upon which to base business decisions
- General knowledge of intellectual property laws, finance, accounting, and business practices
- Skilled in drafting and interpreting contracts, agreements, and other legal documents

**PREFERRED QUALIFICATIONS:**

- MBA
- LLB/JD

Interested applicants can forward their **resume and cover letter** to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com).

We thank all applicants for their interest; however, only those persons for whom we need further information, or are being considered for an interview will be contacted.

**Application deadline:** End of the business day, **June 30, 2021**

*Innovate Calgary is an equal opportunity organizations committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally-protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.*