

Life Sciences Accelerator, Senior Project Manager Life Sciences Innovation Hub

The Life Sciences Innovation Hub (LSI Hub) at the University of Calgary is a one-of-a-kind facility located within University Research Park. The LSI Hub offers access to space (office, wet and dry labs, prototype maker space), entrepreneurial and business development programming, mentorship, and technical expertise for research-intensive startups and developing companies.

The 127,000 square foot facility is operated by Innovate Calgary on behalf of the University of Calgary and its partners. This new initiative has created a number of exciting employment opportunities for talented individuals in the areas of Life Sciences and Engineering laboratory management, building and facilities management, startup support and office support.

We offer the successful candidate competitive salary and benefits and the chance to grow with a dynamic group of highly educated and motivated professionals working in what we believe to be, a business of the future.

We are currently accepting applications for the following position:

SENIOR PROJECT MANAGER

Reporting to the Life Sciences Economic Development Director, and working closely with Innovate Calgary team members and Life Sciences Innovation Hub startup teams, the Senior Project Manager will be responsible for managing a portfolio of approximately 30-40 life science-based startups, helping them take the initial steps on their journey; attracting investment, and building relationships and partnerships.

KEY ACCOUNTABILITIES:

Portfolio Management

- Manage a portfolio of 30-40 life science-based startups;
- Assist with the preparation of business plans and related documents;
- Prepare reports and summaries, with recommendations of potential new opportunities;
- Assist with preparation of annual reports and presentations to the CEO and Innovate Calgary's Board.

Coaching and Mentorship

- Work closely with startups and the University of Calgary portfolio of companies to help advance them through the startup development phases;
- Help coordinate workshop and speaker series in collaboration with Innovate Calgary's internal trainers or outside professional training partners;
- Coordinate and collaborate with Innovate Calgary's Entrepreneurs-in-Residence (EIR's), "expert on demand" consultant pool, and service partners to help clients secure the right resources to help grow their business;
- Assist clients with business strategy, product development planning, cap table planning, financial modelling and budgets, partnership development, and marketing strategies.

PERSONAL CHARACTERISTICS:

- Strong interpersonal skills and drive to work collaboratively;
- Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization;
- Proactive business relationship management skills with a commitment to the completion of projects;
- Entrepreneurial, possesses the ability to work in an evolving environment with multiple stakeholders;
- Passionate about startups;
- Comfort in the unfamiliar with a keen attitude and a willingness to explore areas outside of your area of expertise;
- Relentless problem solver;
- Demonstrable ability to learn new skills quickly;
- The ability to work with and organize large volumes of data and manage concurrent projects;
- Great time management skills and attention to detail.

REQUIRED SKILLS/ QUALIFICATIONS:

- Life science-based startup experience;
- Life science PhD from an accredited college or university;
- Experience raising capital and building management teams for technology companies;
- Ability to create high-level reporting documents;
- Experience with university innovation processes and systems.

Interested applicants are asked to forward their **resume and cover letter** to hr@innovatecalgary.com. Alternatively, resumes may be mailed to: HR, Innovate Calgary, 3553 31 Street NW, Calgary, AB, T2L 2K7.

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

Application deadline: End of the business day, **March 19, 2019**.