

Senior Venture Manager

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.

SENIOR VENTURE MANAGER

Reporting to the Director, New Ventures, the Senior Venture Manager will work closely with the Innovate Calgary team and UCalgary-based startup clients, including those with the Life Sciences Fellowship program and the Student Fund. This position is responsible for a diverse set of entrepreneurial-based tasks requiring creativity, sound judgment, and strong relationship building skills while collaborating within a high energy environment to help drive Innovate Calgary's client and portfolio successes.

ABOUT THE NEW VENTURES DIVISION

Innovate Calgary's New Ventures (NV) group is responsible for managing Innovate Calgary's portfolio of equity and royalty holdings, overseeing the Life Sciences Fellowship program, as well as launching and managing the new UCeed Haskayne Student Fund (UHSF). It also provides coaching and mentorship to assist UCalgary-based startups via the Expert Advisors and Preferred Suppliers programs, as well as helps support organizational metrics and client surveying initiatives to meet donor and stakeholder requirements.

KEY ACCOUNTABILITIES

UCeed Haskayne Student Fund (UHSF):

- Manage and coordinate all IC/UCeed responsibilities pertaining to the launch and ongoing operations of UHSF;
- Serve as liaison with Haskayne School of Business, the Chair of the Investment Advisory Group (IAG), the UHSF Steering Committee, and other key stakeholders;
- Help support students by coordinating and managing extracurricular activities, weekly meetings, and collaborative activities that enhance their experiential learning opportunity;
- Help prepare for Steering Committee and IAG meetings;
- Connect students with appropriate IC/UCeed personnel for mentorship, coaching, and job shadowing; Potentially help screen and select summer interns from UHSF cohort;
- Assist with preparing quarterly/annual reports and presentation summaries to the CEO and Board, as well as support UCalgary in reporting to UHSF donors.

Fellowship Support:

- Work closely with the Life Sciences Fellowship manager and other team members, support Life Science Fellowship cohorts by helping to advance them through their respective startup development phases;
- Coordinate with IC's Expert Advisor (EA) consultants and Preferred Suppliers to help clients secure the appropriate resources/skills to grow their businesses;
- Assist with coordinating Fellowship workshops/speaker series, in collaboration with Innovate Calgary's EA's, internal trainers, or external training partners.

Other

- Help support NV's Expert Advisor (EA) and Preferred Supplier program with respect to screening new candidates, connecting candidates with appropriate clients, and helping facilitate Scopes of Work for consulting engagements;
- Attend workshops and networking events to develop relationships with community-based technology and innovation-based organizations;
- Help support and launch new NV programs as they arise.

PERSONAL CHARACTERISTICS:

The Senior Venture Manager is passionate about deep technology startups and is committed to helping them advance into established companies. 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 specifically on communicating key metrics and data sets;
- Proactive business relationship management skills with a commitment to the completion of projects;
- Keen attitude and willingness to explore outside of the Senior Venture Manager's area of expertise;
- Ability to work with and organize large volumes of data and manage concurrent projects;
- Outstanding time management skills and high attention to detail.

REQUIRED SKILLS/ QUALIFICATIONS:

- Experience in a financial or business analyst role with an incubator, accelerator, startup or VC;
- Degree from an accredited college or university;
- Familiarity with CRM software and Microsoft Office suite of programs;
- Knowledge in results-based accountability and metrics;
- Ability to create high-level reporting documents;
- Experience with university innovation processes and systems considered an asset.

Interested applicants are asked to forward their **resume and cover letter** to hr@innovatecalgary.com.

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, **August 28, 2020**