

## Founder Coordinator, Calgary Innovation Coalition Calgary, Alberta

As the Founder Coordinator the work you do will be impactful for our founders, the startup community and the Calgary Innovation Coalition. You will help founders of early-stage and innovation-driven startups by referring them to the resources they need to take their next step to establish and grow their business. You will recruit, assess and guide relationships for entrepreneurs discovering Calgary's innovation ecosystem. It is also an incredible opportunity for the right individual to make a meaningful impact on early stage entrepreneurs and build a high value network of experienced professionals.

The Calgary Innovation Coalition (CIC) is a group of community support organizations ("Members") based in and around Calgary that share the common interest of increasing the volume and velocity of knowledge and innovation-based entrepreneurs and startup ventures ("tech startups"). The entrepreneurial journey often leads founders to seek support from multiple organizations within the ecosystem. We believe that we can accelerate this process by sharing best-practices, resources, and networks to support entrepreneurs.

### RESPONSIBILITIES

- Understand CIC members, programs and target clients.
- Recruit, review and assess early-stage entrepreneurs and connect them to the innovation ecosystem.
- Refer founders to appropriate programs and resources relative to their stage and conduct regular check-ins..
- Communicate and champion CIC member programs and resources.
- Identify and build relationships with support organizations working with Calgary's BIPOC communities.
- Represent the CIC by participating in community events.
- Collect and track data supporting research activities, grant objectives and general data management.
- Responsible for up-to-date client records using the established CRM.
- Work in parallel with Platform staff in maintaining the CIC website.
- Attend CIC meetings and support communications, including agenda distribution and minutes.
- Support marketing/communications efforts related to the CIC, including presentations, briefing notes, and other supporting materials for the CIC.

### SKILLS & EXPERIENCE

- Minimum two years experience in Calgary's innovation ecosystem and/or direct startup experience.
- Knowledge of the development phases for entrepreneurs and start-ups.
- Understanding of business models and the factors of success for early-stage companies.
- Familiarity with the Startup Commons' startup development phases and Innovation Canada's technology readiness levels (TRL).
- Awareness of early-stage funding models, including non-dilutive funding programs.
- Ability to assess start-up stages of growth, founder knowledge and needs.
- Proven track record demonstrating strong communication including, verbal, written and effective listening skills.
- An ability to work well independently and as part of a team.
- Excellent project management skills.
- You are empathetic and adaptable.
- You regularly take the initiative and exceed objectives.
- Competency in G-Suite, Asana, Slack, Eventbrite, HubSpot is considered an asset.

### APPLY

Interested applicants are asked to forward their resume and cover letter to [court@calgaryinnovationcoalition.ca](mailto:court@calgaryinnovationcoalition.ca) **This posting will remain open until the candidate is selected.** We thank all applicants for their interest; however, only those selected for an interview will be contacted.