



Venture Manager, New Ventures

Innovate Calgary

CALGARY, ALBERTA

Innovate Calgary is the technology transfer office and business incubator 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 innovation.

We provide a unique environment for employees by combining a flexible work environment with great exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

Venture Manager, New Ventures

In support of the New Ventures Group, Innovate Calgary is searching for a motivated self-starter to perform a wide variety of support duties ranging from general clerical support to complex program coordination.

You will work primarily with the program development team within the New Ventures group at Innovate Calgary and occasionally directly with emerging startups and innovators in our programs; as such, the role offers an incredible opportunity to work with a diverse group of promising new ventures and talented individuals and to support their personal/professional and business development.

Key Accountabilities:

In particular, you will contribute to general organization, administrative and program delivery support to ensure that our professional development programming runs smoothly and efficiently; additionally, you will support with event planning; report generation; other database and information management; program and project management tasks, and occasional communications and marketing. A keen incumbent will also have an opportunity to assist in development of materials and resources to enhance program and service delivery and to enhance systems to measure and sustain scalable impact for participants and alumni of our high impact programs.

The position requires the following core capacities:

- An independent and reliable self-starter and team player who is eager to help
- An efficient and proactive task ninja who gets things done
- A responsible professional who can assume varying levels of responsibility and independently carry

projects through to completion

- Who can be entrusted to always maintain company and employee confidentiality
- A productivity software whiz, especially with Microsoft Office 365 suite of collaboration products
- A friendly collaborator who can understand and explain the resources available to startups
 - And then vector individuals and companies to the most valuable/relevant ones

Key Skills/Qualifications:

- A completed 1-year certificate or diploma in Business, Office Administration, or a closely related field and 1-2 years of experience
- **Or** A high-school diploma with 5 years of experience in administration in a business office environment with a broad understanding of the terminology, timelines, and processes related to the functioning of a business office
- **Or** a bachelor's degree
- Aptitude and willingness to learn
- Experience with Salesforce or similar CRM
- Experience with Thinkific or similar learning management tools/software
- Very strong organization and exceptional collaboration skills
- Thorough attention to detail
- Strong written communication skills

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 closing date: End of Day, **November 28, 2022**

Innovate Calgary is an equal opportunity organization 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. Please contact us at hr@innovatecalgary.com to start a conversation about different accommodations available.