

# Venture Manager, ElevateIP

**Innovate Calgary**  
CALGARY, ALBERTA

**Open to candidates in/close to Edmonton, Calgary, or Lethbridge.**

## Project Purpose

The **ElevateIP** is a collaborative project run by the University of Calgary, Economic Development Lethbridge, Innovate Calgary, and other partners across the province. It seeks to increase the quality of the intellectual property that powers Alberta's start-up ecosystem.

The oversight of this project will be with Innovate Calgary's partner, Economic Development Lethbridge, to ensure that the programs have a provincial impact to the benefit of all Albertans, including specific niche demographic groups such as Indigenous, women, newcomers, and rural/remote entrepreneurs. The role offers an incredible opportunity to work with a diverse group of promising new ventures, talented individuals, and ecosystem supporters.

## Primary Purpose of the Position

The **Venture Manager** provides key support to the Project Director for the project's day-to-day operations. The position's primary duties are to ensure the continuity and efficiency of the project delivery with clear communication to all stakeholders. The **Venture Manager** works within a fast-paced environment and is open to constant changes and challenges. This position requires a highly organized approach and the ability to manage multiple priorities and stakeholder relationships.

As the first point of contact for the IP Project, the **Venture Manager** is responsible for providing excellent customer service and administrative coordination to all stakeholders, including Ecosystem Navigators, entrepreneurs, service providers, and other partners. This position supports the processes and project requirements associated with achieving the goals as outlined in the goals and objectives of the project. This position will be under the direction of and report directly to the Project Director, who is primarily responsible for the project delivery.

### **Qualifications/Expertise**

- Post-secondary credential in administrative management, financial management, and/or event management or equivalent years of experience
- Ability to operate flexibly in a fast-paced environment
- Ability to work productively independently or with a team in a hybrid environment
- Excellent customer service, interpersonal, and communication skills
- Fine attention to detail with advanced organizational skills
- Experience and demonstrated excellence in project budget reporting
- Experience in tracking and writing progress reports
- Accounting and metrics experience/training or applicable work experience
- Excellent technology-related skills and experience with a strong background in Microsoft 365 software applications, including Microsoft Outlook, Word, SharePoint, and Excel
- Experience with other software such as Asana, Trello, Air Table, Adobe Acrobat, Salesforce and online platforms such as Zoom would be an asset
- Experience as an entrepreneur or working with entrepreneurs would be an asset

### **Accountabilities, Tasks, and Duties**

#### **Project Operations**

- Assists the Project Director with the successful full cycle of assigned project goals and outcomes from initiation to completion
- Is aware of all aspects of the scope of work so proper assistance to the Project Director can be provided
- Ensures all project documentation is accurate, hard copies filed, and soft copies uploaded into internal and external systems as required
- Track project changes and identify barriers that may be occurring
- Responds to general inquiries regarding the IP programs and services in a professional and timely manner and directs inquiries to appropriate channels
- Actively participates in all team meetings and planning sessions
- Assist with market data for the project as required
- Collaborates with other team members to ensure a cohesive team effort for results

### **Stakeholder Engagement**

- Support the development of effective communication processes and maintain excellent relationships with entrepreneurs, Ecosystem Navigators, service providers, and other stakeholders
- Assists project team with stakeholder communication and interactions
- Monitors and ensures stakeholder agreement with milestones and outcomes are being met and completed
- Acts as a liaison/point of contact between stakeholders and facilitate solutions to questions/concerns from entrepreneurs and other stakeholders
- Provide meeting logistics and coordination as required to support the Project Director's engagement with service providers and other stakeholders
- Main support/point of contact for entrepreneurs and service providers
- Event planning with marketing to support IP programs and partners

### **Progress Reporting – metrics and financials**

- Track the progress and expenses of the project for purposes of reporting to the federal funding agency (through Innovate Calgary)
  - This includes managing invoices from service providers (e.g., lawyers and patent agents)
- Assist with process development and maintenance of the administrative record-keeping required for IP to fulfill the outcomes of the funded programs
- Support finance to prepare financial and metric reports in alignment with service contracts and in accordance with best financial management practices; maintain financial records and copies; ensure timelines for reporting are met
- Support the submission of metrics and financial records to ensure accuracy and consistent with deadlines
- Ensure invoicing is completed accurately and in line with stakeholder agreements

## About the Project Partners

**Economic Development Lethbridge (EDL):** EDL is an independent not-for-profit organization governed by a 31-member Board of Directors. The organization's mandate is to strengthen and develop the Lethbridge economy by initiating and facilitating proactive economic development strategies and promoting Lethbridge as an excellent place to live, learn, invest, visit, and do business. EDL owns and operates Tecconnect, a technology business incubator designed to attract, incubate, and develop technology companies through the commercialization of products and services.

- EDL is a founding member of the **Regional Innovation Network of Southern Alberta (RINSA)**, a collaborative partnership with Lethbridge College, the University of Lethbridge, NRC-IRAP, Alberta Innovates, Community Futures – Lethbridge Region, SouthGrow Regional Initiative, Alberta Southwest Regional Alliance, Blood Tribe Economic Development, Piikani Resource Development, Blackfoot Tribal Council – Entrepreneur Program, and The BIPOC Foundation. RINSA collaboratively assists start-ups and SMEs to successfully navigate the entrepreneurial journey from ideation to commercialization, scale-up, and growth.
- EDL also directly oversees the delivery of other entrepreneurial programs, such as the **Women Entrepreneurs in STEM (WESTEM) Program**, which was a three-year project (2019 -2022) funded through Western Economic Diversification – Women Entrepreneurship Strategy program to create a STEM-centric community in southern Alberta by offering training, networking, mentorship, and access to current and emerging technologies. It focused on advancing gender equality in the STEM sector by supporting under-represented women in rural and remote regions. This program received bridge funding (to April 2023) from Alberta Innovates for the Rural Women Entrepreneurs in Technology (RWEIT) program, which will allow EDL to continue the momentum of WESTEM by offering learning opportunities, business advisory services and networking, free of charge to rural women entrepreneurs working with technology across Alberta. An application has been submitted to ISED to continue the program past 2023.

**Innovate Calgary:** Innovate Calgary (IC) has been the innovation transfer and business incubator centre for the University of Calgary (UCalgary) for over 30 years, fostering entrepreneurship and bringing new technological discoveries to the world. Over the last decade, Innovate Calgary has expanded its ambition, offerings, and audiences. In parallel, the University of Calgary positioned itself as Canada's most entrepreneurial university. Together, IC and UCalgary have helped hundreds of companies and entrepreneurs bring innovation to the city, province, country, and beyond.

- Many industries have endured disruption and reconfiguration – in part due to the global pandemic as well as the acceleration of technology and digital transformation – the opportunity for innovation has never been greater. Climate change. Accessibility and inclusion. Health in developing nations. No domain is devoid of opportunity.



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

We thank all applicants for their interest; however, we will only contact those we need further information from or who are being considered for an interview.

**Application closing date:            October 4, 2023**

*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.*