

## Associate Director, Aerospace Innovation

### 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 University of Calgary researchers, students, and other members to bridge the gap between discovery and create economic and societal impact. We provide a unique environment for employees, combining a flexible working environment with significant exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem.

We are currently accepting applications for the following position:

#### **Associate Director, Aerospace Innovation**

##### Position Overview

Reporting to the Director, Aerospace Innovation, this role will be instrumental in the successful development and execution of the Aerospace Innovation Hub's strategic initiatives. The Associate Director will be responsible for the setup and operations of the Aerospace Innovation Hub (AIH), as well as supporting and delivering programming at the AIH.

##### Responsibilities:

1. Strategic Support:
  - Collaborate with the Director, Aerospace Innovation, to develop and implement the strategic vision of the Aerospace Innovation Hub
  - Provide leadership and support in executing key initiatives to achieve the AIH's goals
2. Program Management:
  - Oversee the day-to-day operations of programs within the AIH, ensuring alignment with the overall mission and objectives
  - Contribute to the design and enhancement of programs, including mentorship initiatives, accelerator programs, and seed funding activities
  - Execute on running programming, including the Fellowship Accelerator
3. Stakeholder Engagement:
  - Assist in building and maintaining strong relationships with stakeholders, including government entities, industry partners, educational institutions, and the aerospace community
  - Represent the AIH at events, meetings, and collaborative forums

4. Community Development:
  - Support the creation of a vibrant and collaborative community within the Aerospace Innovation Hub
  - Assist in organizing and promoting events, workshops, and networking opportunities to enhance community engagement
  - Demonstrate a strong desire for working relationships within the organization, stakeholders, community, and industry partners
5. People Leadership:
  - Provide leadership to direct reports and stakeholders with regular communications and direction to a professional team consisting of management
  - Provide a collaborative, positive, and authentic leadership style and drive for results while collaborating across departments
  - Establish a culture of workplace safety, ensuring a safe, secure, and compliant working environment
6. Educational Collaboration:
  - Work closely with educational partners, especially the Southern Alberta Institute of Technology (SAIT), to strengthen the connection between hub activities and educational programs
7. Financial Oversight:
  - Contribute to the development and management of the AIH's budget, ensuring financial sustainability and responsible resource allocation
8. Facility Coordination:
  - Collaborate with the Director, Aerospace Innovation to oversee the effective use and maintenance of the AIH's facilities, ensuring they provide an optimal environment for innovation
9. Business Development
  - Actively seek out and recruit companies to join as members of the Aerospace Innovation Hub
  - Attend local events to increase awareness of the Aerospace Innovation Hub

#### Qualifications

- Proven experience in a leadership role within a similar environment, preferably in the aerospace or technology innovation sector
- Technical understanding of aerospace technologies and general engineering concepts
- Well-established connections within the aerospace sector and/or the startup ecosystem
- Strong organizational and project management skills
- Excellent communication and interpersonal abilities
- Demonstrated ability to work collaboratively in a team-oriented setting
- Understanding of program development, financial management, and strategic planning

### Education

- Bachelor's degree in engineering or a related field
- Master's, PhD, or equivalent experience is a plus; aerospace engineering is preferred

### Additional Attributes

- Ability to work in an environment of multiple deadlines and changing priorities
- Strong problem-solving mediation skills with the ability to exercise sound judgment to make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation

### How to Apply

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

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Application Closing Date:** Open until filled.

*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.*