

## **Innovation Program Manager, New Ventures**

### **Innovate Calgary**

**(Full-Time and Onsite)**

Reporting to the Director, New Ventures, the Innovation Program Manager (IPM) will work collaboratively with the director to operationalize a new strategic direction for the department. The IPM will ensure that Innovate Calgary's value proposition for members is robust, addresses their needs and adds value to their professional and business development. They will take initiative and work collaboratively in an evolving environment with multiple stakeholders.

At Innovate Calgary, we play a crucial role in facilitating the transformation of University of Calgary's research into commercial opportunities. In essence, we align ourselves with the dynamic pace of startups, navigating both swift and potentially faster trajectories. To excel in this position, the IPM should possess a streamlined work approach, including exceptional organizational skills, a prioritization system, productivity strategies, and self-awareness (knowing when a pause is needed). Additionally, a well-developed emotional intelligence is essential, coupled with self-motivation, reliability (consistently aligning words with actions), sound judgment (ability to consider diverse perspectives and anticipate risks), attention to detail, and excellent oral and written communication as well as relationship management skills. Adherence to the highest standards of professionalism expected by Innovate Calgary and the University of Calgary is paramount in all aspects of their responsibilities.

#### **Some programs that will be in their portfolio:**

##### **Expert Advisor Program (EAP)**

The Expert Advisor Program matches early-stage startup companies with seasoned experts to help them achieve their business goals. Advisors on the roster have deep expertise in diverse areas, and their experiences and successes help founders avoid common pitfalls and streamline their path to success.

Specifically, but not exclusively, the IPM will have enough business understanding to be able to speak with founders, understand the next steps to the success of the business and connect them with the right Expert Advisors (EA). In an initial phase, we are looking at refreshing the program, promoting it, and exploring growth opportunities. The IPM will develop an understanding of the expertise of the EAs enrolled in the program, and build strong relationships with them, while also scouting for new EAs. Some routine tasks involve monitoring EA time tracking and invoicing, managing databases and information, collaborating with other team members to identify and secure funding opportunities. This role will also involve understanding the needs of members/program participants, advocating for them, and organizing engagement moments between them and EAs.

##### **Venture Backbone (VB)**

We partnered with a growing collection of organizations to help founders run their businesses without breaking the bank. This program comprehends a collection of partnerships to enable so.

Specifically, but not exclusively, the IPM will liaise with colleagues, Innovate Calgary members and program participants to understand their needs, perform market analysis of potential partners, run due diligence on them, negotiate deals, help clients secure the appropriate resources/skills to grow their businesses, build strong relationships with internal and external stakeholders, promote the program and its growth and enrichment.

**Responsibilities and areas of focus:**

- Work collaboratively with the Director to create and maintain a program management plan, budget, timeline, and deliverables
- Responsible for the delivery and execution of programs and projects, the Program Manager acts as a trusted partner to the business. The incumbent strives to deepen relationships with internal stakeholders based on trust, integrity, commitment, accountability, and delivery
- Engage with stakeholders to gain a holistic view and understanding of the business's challenges and opportunities
- Evaluate, identify, develop, and execute opportunities to improve existing programs to meet needs within a changing business environment
- Work with and organize large volumes of data and manage concurrent projects
- Prepare materials, reports, and presentations for internal and external stakeholders
- Monitor program performance, report, and communicate program progress and status
- Proactively lead change management activities with impacted users regarding new tools, upcoming changes, and product releases
- Develop and improve robust and repeatable systems and processes to scale programming
- Lead member recruitment (e.g., attend events and recruit companies to join)

**Some platforms the IPM will work with:**

- Salesforce
- Asana
- Thinkific
- e-signature software
- Microsoft Office toolkit
- Time Factor (software developed internally)

**Qualifications:**

- At least 3-5 years of demonstrated experience in Program Management or transferable skills
- Ability to liaise and communicate effectively with Partners, executive team, senior managers, internal stakeholders, and key decision-makers
- Experience with technology platforms such as Salesforce, Asana, and Office 365
- Strong multi-tasking and time management skills
- Ability to think in a disciplined and logical manner in an evolving environment
- Be legally able and authorized to work in Canada

**The work environment:**

- Professional and office-based work environment.
- Full time, Monday to Friday, with occasional evenings and weekends for events
- Collaborative workspace where team members take initiative to support each other
- Must be flexible for local travel to attend meetings and stakeholder engagements

**How to Apply**

If you are motivated to work in the innovation ecosystem, you can apply by sending your CV and short cover letter to [hr@innovatecalgary.com](mailto:hr@innovatecalgary.com) with the subject "Application Innovation Program Manager, New Ventures – [first and last name]"

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.