

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

### **Innovate Calgary**

**(Full-Time and Onsite)**

Reporting to the Director, New Ventures, the Senior Innovation Program Manager, New Ventures (SIPM) will be responsible for various support duties ranging from general clerical support to complex program coordination. They will be the Director's trusted partner to strategize new initiatives. They will work collaboratively in an evolving environment with multiple stakeholders: with the University of Calgary (UCalgary), the program development team at Innovate Calgary, multiple post-secondary institutions, and private Organizations across Canada, and directly with emerging startups and innovators.

At Innovate Calgary (IC), we play a crucial role in facilitating the transformation of UCalgary'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 SIPM should possess a streamlined work approach, including exceptional organizational skills, a prioritization system, productivity strategies, and self-awareness (knowing when a pause is needed). They think in a disciplined and logical manner in an evolving environment and can liaise and communicate effectively with the executive team, senior managers, internal stakeholders, external institutions, and key decision-makers. Additionally, a well-developed emotional intelligence is essential, coupled with self-motivation, sound judgment (ability to consider diverse perspectives and anticipate risks), attention to detail, and excellent oral and written communication. Adherence to the highest standards of professionalism expected by IC and UCalgary is paramount in all aspects of their responsibilities.

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

##### ***Lab To Market (LTM)***

*[Lab to Market grants](#) support post-secondary institutions and their affiliates in creating and sustaining networks dedicated to developing and delivering entrepreneurial skills training. These grants support collaboration between post-secondary institutions and various private, public, and not-for-profit organizations.*

IC and UCalgary were involved in multiple expressions of interest for these grants, submitted in the first quarter of 2024, which have been approved. The SIPM will liaise with multiple post-secondary institutions across Canada to submit a robust application led by UCalgary by September, including designing the program and, if the application is successful, running it from 2025 onwards. They will also contribute to all other applications that are UCalgary co-led, and IC supported.

##### ***Startup Visa Program (SUV)***

*This program targets immigrant entrepreneurs with the skills and potential to build businesses in Calgary that are innovative, can create jobs for Canadians and can compete on a global scale. Innovate Calgary was approved by the Government of Canada as a [designated organization](#) (a business group that has been approved to invest in or support possible start-ups).*

The SIPM will work closely with the Director of New Ventures on the strategy for this program. They will create the necessary processes and partnerships to make this a successful program, working with autonomy and ownership. They will scout for opportunities, analyze, and prepare reports, and ensure seamless management of this program.

### **Other Initiatives**

*Every day, multiple opportunities are showing up for Innovate Calgary to engage with other ecosystem institutions to support entrepreneurs. Some of these projects might become part of the running offer, others we pilot and let go of.*

The SIPM will work closely with the Director of New Ventures to strategize new initiatives and prepare applications. For doing such, they're expected to develop a thorough understanding of the organization and evaluate funding opportunities, working with autonomy and ownership.

### **Responsibilities and areas of focus:**

- Oversight, delivery, and execution of multiple programs
- Create and maintain program management plans, budget, timeline, and deliverables
- 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
- Commitment to continuous improvement (e.g. results-based accountability, regular evaluation of program impact...)

### **To be considered for this position, the candidate must meet the following qualifications:**

- 8+ years of experience managing programs, or equivalent practical experience
- Experience working in innovation, specifically related to venture building (startups)
- Understanding of the post-secondary setting in Canada
- Experience with technology platforms such as Salesforce, Asana, and Office 365
- 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 travelling 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 Senior 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:** May 27, 2024.

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.