

Job Description

Job Title:	Manager, Partnerships and Programs
Department:	Office of Research
Reports To:	Executive Director, Southern Ontario Water Consortium
Jobs Reporting:	N/A
Salary Grade:	USG 12
Effective Date:	January 2019

Primary Purpose

Position is responsible for strategic engagement and management of all non-profit stakeholder activities of Southern Ontario Water Consortium (SOWC) and the successful administration of a unique funding program. The Manager will be the primary liaison among 10 member post-secondary institutions and manage consideration of new memberships and affiliations. The Consortium is a dynamic initiative for the testing and demonstration of innovative water and wastewater technologies and services with multiple post-secondary partners, and government, non-government and private sector supporters

Key Accountabilities

Lead development of major grant applications

- Manages and facilitates major grant applications on behalf of SOWC
- Facilitates the development of new research partnerships with academic researchers
- Identifies external research funding opportunities of interest to researchers and industry clients for projects and supports the development and review of applications to external competitions
- Understands and interprets university policies and procedures as they relate to grants and contracts, financial management, procurement services and human resources.

Administers funding programs

- Manages all aspects of pre- and post-award administration for any funding programs
- Direct management of any new hires for program implementation
- Develops all program policies, procedures, agreements and other materials
- Assesses preliminary eligibility of projects and advises researcher and industry applicants
- Reviews applications to ensure compliance with the requirements of the program and its funder
- Assists in the approval of eligible applications
- Provides support to Executive Director for overall program budget and reporting
- Leads the promotion of the program to member institutions and other strategic partners

Manages post-award activities for successful applicants

- Notifies applicants and institutions of decisions and all program requirements
- Requests internal project accounts
- Develops and reviews contracts and agreements as required
- Provides support for financial oversight of awards
- Ensures that required agreements and other documentation from partner institutions are in place
- Manages all project tracking and reporting

Manages Stakeholder Engagement

- Liaises with SOWC's academic institution members and other non-profit partners (including municipalities).

Job Description



- Leads outreach to SOWC member institutions, including researchers, Offices of Research and Industry Liaison personnel regarding the AWT program and other external funding programs.
- Supports communications and outreach initiatives of SOWC, such as assisting with designing, planning and executing SOWC events.

Supports Governance and Government Relations

- Supports Executive Director in management of Advisory Board and Committees, including solicitation of membership, preparation of materials, and meeting follow up
- Monitors trends in research, training, and policy related to development and adoption of innovative water technologies and approaches
- Supports Executive Director in constructively engaging government and other stakeholders in advancing the water sector.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Advanced Degree (Master's)

Experience

- 5 years of progressively responsible experience in research grant administration including a minimum of 3 years experience directly managing a major program or grant
- Demonstrated project management, university research administration, partnership development, and grant development experience.

Knowledge/Skills/Abilities

- Knowledge of external funding sponsors, funding priorities, policies and procedures; strong project- and time-management, attention to detail and problem solving skills; and strong writing skills are required. Knowledge of the water sector an asset.

Nature and Scope

- **Contacts:** Must clearly present information to internal and external collaborators, respond to detailed requests, provide direct feedback and solicit reporting from industry and academic stakeholders.
- **Level of Responsibility:** Primary responsibility for administration of a funding program, including developing policies and templates, reviewing applications, contract management, tracking progress. Manages contract and financial administration for final decision by Executive Director.
- **Decision-Making Authority:** Independently manages day-to-day interactions with academic and NFP stakeholders, and program administration.
- **Physical and Sensory Demands:** Requires physical effort which may result in moderate fatigue, strain or injury, as a substantial amount of time is spent sitting at a keyboard doing repetitive keyboard/mouse movement. Sensory demands are high as concentration and attentiveness to detail are imperative.
- **Working Environment:** Office based, occasional travel in southern Ontario.