

Job Description

Job Title:	Manager, Program Development, Partnerships and Finance
Department:	Waterloo Institute for Sustainable Energy (WISE)
Reports To:	Executive Director, WISE
Jobs Reporting:	Communications Specialist
Salary Grade:	USG 11
Effective Date:	November 2017

Primary Purpose

This position is responsible for the successful development and delivery of a wide variety of multi-disciplinary research programs and projects designed to support WISE faculty members and to advance the vision of the Institute to be recognized internationally as a centre of excellence in the area of sustainable energy research. The position assumes the leadership role in sourcing funds and providing fiscal oversight of operations.

Key Accountabilities

Program Development and Partnerships

- Working closely with WISE members, the Manager brings a unique technical capacity to integrate and develop diverse elements of major multi-disciplinary research initiatives and proposals for funding.
- One key role is the challenge to facilitate effective interactions between UW faculty and with industry partners. Integration of the technical elements and lead technical writing capability is as important as the smooth organizational management of major proposals.
- Assist the Executive Director, WISE in developing funding opportunities with corporate partners, including drafting proposals
- Create, write, edit and manage dissemination of on-line and print communications including WISE Annual Report, Press Releases, Research Spotlights (capsule summaries of energy research), Research Bulletins (in-depth features on energy research), promotions, and other materials

Collaboration and Outreach Programs

- Develop and implement an outreach plan with potential for impacts at the global level
- Autonomously adapt technically heavy academic literature to improve understanding of the value of research to a broader audience
- Assist faculty in stewarding existing academic and industry collaborations
- Report on status of collaborations and new funding opportunities
- Assist Executive Director, WISE in organizing faculty members into active “working groups”. These groups will form interdisciplinary collaborations and work together with industry on grant proposals such as NSERC Strategic Grants, IRCs, CFI, CRDs, MITACS and ORFs.
- Present content and coordinate marketing and distribution of outreach activities

Finance

- Manage the annual operating budget and serve as a resource to the Executive Director. Prepare financial forecasts, analyses and fiscal and budget reports on request.
- Provide fiscal oversight to the Administrative Assistant for the approved internal budget to support WISE operations.

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- Assume the leadership role in pursuing and implementing funding. Develop business cases, where applicable, to advance the Institute's financial portfolio to improve business processes to optimize budget goals.
- Assume fiscal oversight for all new funding projects developed within WISE: solicit and orchestrate direct funding opportunities from the corporate sector and government ministries and agencies (provincial and federal); prepare, coordinate, implement and report on major funding proposals stemming from WISE research groups and consortia.
- Foster constructive working relationships with Office of Research, Finance and departments to remain current on knowledge of all policy requirements and budget issues and future directions

Workshops, Visits and Events

- Provide scientific and organizational support, coordination and management for national and international workshops, visits and events
- Assist the Executive Director, WISE in creating agendas, creating biographies and identifying and contacting potential collaborators
- Organize the event logistics with the WISE Administrative Assistant (e.g. VISA's, venues, technical, program, transportation, gifts)
- Execute the workshop program and address the individual needs of the delegates during the workshop/visit
- Follow-up on post-workshop action items
- Work with the WISE Administrative Assistant to organize and deliver regular WISE events such as the WISE Public Lecture and Seminar Series
- Provide technical tours of WISE-affiliated facilities (ERC, G2N, High-voltage Lab)

Supervision

- Direct supervision of the WISE Communications Specialist to provide day-to-day oversight

Special Projects

- Implement technology transfers and commercialization plans for WISE research outcomes

**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

- A Graduate degree in Engineering, Business, Science or Environment and ideally with strong interest in sustainable energy and energy sector business relationships.

Experience

- Demonstrated success in developing and executing outreach strategies, project management, and experience in the development and production of a variety of media.
- A strong basic knowledge of energy technologies and emerging innovations would be an asset.

Knowledge/Skills/Abilities

- Proven ability to synthesize scientific and technical literature and ability to produce communications material appropriate to the target audience. Keen awareness and knowledge of developments in the energy sector worldwide.
- Exceptional communication skills in written and verbal form and demonstrated ability to utilize on-line communication platforms to their maximum potential (collaborative systems, project management software, email and social networking tools).

Nature and Scope

- **Contacts:** Manage Significant Internal relationships: UW President, Faculty Deans, Departmental Financial Coordinators, WISE Internal Board of Management, Office of Research UW Service Offices (Financial, New Media, Food Services etc.) Manage Significant External Relationships: WISE Corporate and Associate Partners, WISE Research Partners, WISE Advisory Council, Other Universities and Colleges Government Ministries and Agencies (Federal, Provincial and Local) Corporations, Businesses Hotels & Conference Centres
- **Level of Responsibility:** Work closely with energy industry technical experts and leaders to develop strategic partnerships and research initiatives with 100+ WISE members; Interact with international delegations and external visitors to WISE; Interact with media centers around the world that focus on sustainable energy; develop and execute effective internal and external programs to ensure a positive positioning of the University of Waterloo and the Institute's profile. One goal is to help increase the awareness, globally, of the expertise of WISE members; lead the communication strategy and manages the WISE website and takes an active role in organizing workshops, visits and events. The successful candidate will work as part of a team, to develop and manage services and programs within a high-profile research Institute. This position necessarily entails a good understanding of the energy sector issues and the necessary technical, organizational, creative and interpersonal skills to achieve results in a team environment. The incumbent will possess good financial skills to complete the consolidated fiscal reports and develop the annual budget, track and analyze variances throughout the year, and provide analysis and recommendations for improving operations, resource allocation, etc.
- **Decision-Making Authority:** Initiate and maintain contact with Senior personnel in the Faculty of Engineering, Environment and Science; Office of Research and institutes; Waterloo International; Communications and Public Affairs Office
- **Physical and Sensory Demands:** There are deadline pressures while at the same time there is a demand for thoroughness and accuracy. Minimal demands typical of a supervisory position operating within an office environment and provides guidance to others.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Located in a comfortable indoor area. Travel is required to advance / present projects. Minimal exposure to disagreeable conditions typical of a supervisory position with responsibility for a time-sensitive activity.