

Job Description

Job Title:	Business Development Manager (BDM)
Department:	Waterloo Institute for Nanotechnology (WIN)
Reports To:	Executive Director, WIN
Jobs Reporting:	N/A
Salary Grade:	USG 10
Effective Date:	May 1, 2023

Primary Purpose

The Business Development Manager (BDM) is responsible for developing and managing WIN's industry and external stakeholders relationship and industrial funding activities. The goal is revenue generation and increasing the number of industrial research partnerships for WIN members. This will include broadening the relationship between industry and Faculties leading to collaborative research projects with the Tri-Councils (NSERC, CIHR & SSHRC), Ontario Centres of Excellence, Mitacs, etc. In parallel, the BDM would continue to foster the existing entrepreneurship and start-up ecosystem within WIN, across the university and with international innovation partners. The BDM will visit companies and organize outreach activities through networks, associations and by working with other university departments, specifically with the Faculties of Engineering, Science, Mathematics, and Environment, and the Office of Research Partnerships Group. Also, the individual will work with the Office of Advancement to reach out to Foundations and non-traditional funding sources, including philanthropic donations. The individual will be responsible to organize various industry/innovation/start-up outreach activities, working closely with WIN's Events and Communication Coordinator. The individual will be responsible to manage the Key Performance Indicators (KPIs) of all WIN funded programs. The incumbent will work closely with the Executive Director (ED) and WIN's Assistant Director Research Programs (ADRP).

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Prospect and Manage Industry Partnerships

- Serve as the contact for industry partnership initiatives at WIN
- Build a deep understanding of the research expertise at WIN as it pertains to commercialization and technology transfer development and future industry trends
- Facilitate meaningful interactions and relationships between WIN faculty and industry partners, and fostering new partnerships and managing existing relationships with tact and diplomacy
- Develop and implement an ongoing strategy for the identification, prospecting and stewardship of external industry partners that will lead to research collaboration with the WIN members
- Pro-actively target and approach national and international companies where there is high potential for funded research
- Organize meetings and events to promote WIN research capability and interaction with potential partners
- Respond to requests for information on research capabilities from industry and the university's network (including co-op, advancement, international etc.)

Obtain and Leverage Industry Funding

- Secure industry dollars and in-kind contributions, including necessary overhead
- Identify research programs or project opportunities and support the development of funding proposals
- Cultivate an awareness of federal and provincial government granting programs, in particular those that require industry participation
- Coordinate the participation of industry partners in the proposal preparation process, to aid in leveraging industry sponsored funding and helping to cultivate and secure partnership agreements

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<ul style="list-style-type: none">• Initiate negotiation of the terms and conditions of industrial research grants and contracts• Work closely with WIN ED and ADRP on strategic initiatives to target national, international and other external funding programs involving commercial partnerships• Work with Office of Research, research partnership managers to secure Non-Disclosure Agreements (NDAs), Sponsored Research Agreements (SRAs) and others
Outreach Programs <ul style="list-style-type: none">• Recruit prominent industry speakers for WIN Industry Speaker Series• Recruit prominent speakers from government and funding agencies for WIN's Innovation Series• Organize monthly "Pitches & Demos" event by recruiting local industry, startup/innovation ecosystem players, WIN members, graduate students, post-doctoral fellows to have effective networking event• Promote WIN members' research interests, from research across campus, to external organizations
Support for Entrepreneurship and Start-up Activities <ul style="list-style-type: none">• Work with WIN members and their HQP to support WIN's Startup Catalyst program• Work with Velocity to champion and recruit potential students for WIN-Velocity Scholarship Program• Work with WIN's International Innovation partners like Landing Pad Tokyo, Brainport Eindhoven, NANOTEC Thailand, and others to provide opportunities for WIN members to connect with the international innovation and entrepreneurship ecosystem• Organize strategic mission to partner countries targeting innovation opportunities• Work with Canadian innovation funding agencies and other funding bodies like BDC Canada and others to leverage existing funding opportunities for WIN members and their startups
Managing KPIs for WIN funded activities <ul style="list-style-type: none">• Work closely with WIN's ADRP to curate and monitor the various KPIs that are set for WIN funded programs• Work closely with Finance Officer at the Office of Research to pull out bi-annual report on the use of funds by WIN members that are funded by WIN programs, flag any discrepancy between fund usage and the award conditions, work with different involved parties to resolve any challenges
Connectivity to local and global community <ul style="list-style-type: none">• Responsible for managing all industry and external stakeholder contacts via WIN's LinkedIn account• Responsible for curating WIN Nanofellows as WIN alumni and remain connected with them via WIN's LinkedIn account• Able to tweet relevant events and activities within BDM portfolio by using WIN's Twitter account
Reporting and Communications <ul style="list-style-type: none">• Assess and report on current and projected future directions in industry trends as pertaining to academic and research focus in nanotechnology• Provide information and regular reports to UW and external stakeholders, such as Annual and term-reports, newsletters and web-based content• Work closely with communications team to develop website, social medial, and other external communications material to promote research and commercialization activities at WIN• Participate in conferences, symposia and meetings pertaining to nanotechnology research and relevance to marketplace demands• Assist in other duties for WIN research programs, operations, events and communications as assigned

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• Bachelor's Degree or higher in Business, Science or Engineering Marketing or equivalent combination of education and experience; a graduate degree in STEM is preferred.

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Experience

- 5+ years of experience in business development or technology management, in a private or public organization.
- Direct experience in a university technology transfer or industry liaison role would be an asset.
- Experience and knowledge related to sales, professional account management would be an asset
- Experience in sourcing, researching and analyzing corporate mandates to assess a company's suitability as a research partner

Knowledge/Skills/Abilities

- Knowledge of federal and provincial R&D funding agency programs and policies
- Proven ability to negotiate contracts and agreements
- Familiarity with an academic or corporate research environment would be an asset
- Demonstrated leadership skills, strong project- and time-management skills, attention-to-detail, and problem-solving skills are required
- Ability to manage relationships and complex negotiations, especially when faced with challenging situations or personalities
- Outstanding oral and written communication and interpersonal skills, including excellent presentation skills and the ability to be an articulate advocate for WIN and the University in research promotion and external relations
- Ability to follow technical discussions related to research, and to identify appropriate faculty members in respect of industry interests
- Excellent negotiation and customer relations skills, and the ability to adapt to the complex and changing University, Industry and Government environments
- Ability to work with confidential information
- Ability to work independently and in a collaborative team environment
- The capacity to work effectively and efficiently in a complex, fast-paced and changing environment with numerous hard deadlines and priorities
- Strong analytical skills, accurate data interpretation capability and the ability to integrate report data from various sources.

Nature and Scope

Interpersonal Skills:

- Ability and confidence to communicate effectively with researchers and academic administrators including Deans, Chairs and Associate Deans of Research, from a variety of disciplines within all six Faculties, as well as with staff, students, administrators and faculty from other institutions
- Ability and confidence to communicate effectively with industrial partners, including executive leaders, as well as technical and administrative staff
- Team - player who enjoys people and the exchange of ideas and information, and who will support other members UW's industrial liaison team to meet collective goals

Level of Responsibility:

- The incumbent has specialized duties and responsibilities, and provides guidance to others. The BDM is required to work with minimal supervision and take initiative to execute responsibilities with autonomy.

Decision-Making Authority:

- Ability to travel to industry clients, organize events, propose programs, and support the negotiation of terms.
- Works independently with WIN members on grants and programs, and provides guidance to faculty on partnerships.

Physical and Sensory Demands

- This role requires travel, mostly within Ontario, but occasionally across Canada and in the U.S. Much of the incumbent's time is spent interacting with people in person, on the phone or through email. The role may require light lifting to organize catering and signage at events.

Working Environment

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- The incumbent works in a standard office environment. Domestic travel is required and occasionally, international travel.
- The role requires direct contact with people every day, receiving questions and requests. The incumbent may have to manage and resolve conflicts. Elements of the role are deadline- oriented, and the incumbent may experience last minute requests with short delivery times.