

## Job Description

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<b>Job Title:</b>	Business Development Manager (BDM)
<b>Department:</b>	Waterloo Institute for Nanotechnology (WIN)
<b>Reports To:</b>	Managing Director, WIN
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	September 1, 2017

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### **Primary Purpose**

The Business Development Manager (BDM) is responsible for developing and managing WIN's corporate partnership program(s) 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. 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 and Science, 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 incumbent will work closely with the Executive Director (ED).

### **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.*

<p><b>Prospect Industry Partners</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Pro-actively target and approach companies where there is high potential for funded research</li> <li>• Organize meetings and events to promote WIN research capability and interaction with potential partners</li> <li>• Respond to requests for information on research capabilities from industry and the university's network (including co-op, advancement, international etc.)</li> </ul>
<p><b>Obtain and Leverage Industry Funding</b></p> <ul style="list-style-type: none"> <li>• Secure industry dollars and in-kind contributions, including necessary overhead</li> <li>• Identify research programs or project opportunities and support the development of funding proposals</li> <li>• Cultivate an awareness of federal and provincial government granting programs, in particular those that require industry participation</li> <li>• 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</li> <li>• Initiate negotiation of the terms and conditions of industrial research grants and contracts</li> <li>• Work with Office of Research, research partnership managers to secure Non-Disclosure Agreements (NDAs), Sponsored Research Agreements (SRAs) and others</li> </ul>
<p><b>Manage Corporate Partnerships and Industry Outreach Program(s)</b></p> <ul style="list-style-type: none"> <li>• Promote WIN faculty Outreach Program</li> <li>• Drive use of QNC facilities.</li> <li>• Enroll corporate partners in the WIN Corporate Partnerships Program (CPP)</li> <li>• Develop CPP marketing and promotion materials and web content with WIN Communications Coordinator.</li> <li>• Coordinate the delivery of the services and benefits of the CPP</li> <li>• Organize conferences, seminars and career fairs for Corporate Partnership Members</li> </ul>

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- Continuously improve the industry programs in response to partner needs
- Seek to engage non-traditional funding sources, such as Foundations and other philanthropic donations, by working closely with the Office of Advancement.
- Leverage funding obtained through the CPP through matching agencies.
- Work with Corporate Partnerships and Communications staff in the Office of Research to plan and implement effective partnering strategies for enhancing WIN's research profile in the private sector
- Coordinate and deliver, as needed, presentations to corporations, government and industry
- Promote Faculty research interests, from research across campus, to external organizations

### **Required Qualifications**

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

<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree or higher in Business, Science or Engineering Marketing or equivalent combination of education and experience.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 5+ years of experience in business development or technology management, in a private or public organization.</li> <li>• Direct experience in a university technology transfer or industry liaison role would be an asset.</li> <li>• Experience and knowledge related to sales, professional account management would be an asset</li> <li>• Experience in sourcing, researching and analyzing corporate mandates to assess a company's suitability as a research partner</li> </ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge of federal and provincial R&amp;D funding agency programs and policies</li> <li>• Proven ability to negotiate contracts and agreements</li> <li>• Familiarity with an academic or corporate research environment would be an asset</li> <li>• Demonstrated leadership skills, strong project- and time-management skills, attention-to-detail, and problem-solving skills are required</li> <li>• Ability to manage relationships and complex negotiations, especially when faced with challenging situations or personalities</li> <li>• 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</li> <li>• Ability to follow technical discussions related to research, and to identify appropriate faculty members in respect of industry interests</li> <li>• Excellent negotiation and customer relations skills, and the ability to adapt to the complex and changing University, Industry and Government environments</li> <li>• Ability to work with confidential information</li> <li>• Ability to work independently and in a collaborative team environment, and the capacity to work effectively and efficiently in a complex, fast-paced and changing environment with numerous deadlines and priorities</li> <li>• Strong analytical skills, accurate data interpretation capability and the ability to integrate report data from various sources.</li> </ul>

### **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

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- 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**

- 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.