

Job Description

Job Title:	Manager, Program Development and Partnerships
Department:	Centre for Bioengineering and Biotechnology
Reports To:	Executive Director, Centre for Bioengineering and Biotechnology
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	January 2018

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 CBB faculty members and to advance the vision of the Centre to be recognized internationally as a centre of excellence in the area of biomedical engineering and biotechnology research.

Key Accountabilities

Program Development and Partnerships

- Working closely with CBB members, the Manager brings a unique technical capacity to integrate and develop diverse elements of major multi-disciplinary research initiatives and proposals for funding. The Manager draws from a strong background in biomedical or biotechnology engineering and science to understand the impact, future directions, and knowledge translation potential of the research.
- Facilitate effective interactions between UW faculty and with industry partners. Including pro-actively targeting and approaching companies where there is a high potential for funded research. 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, CBB in developing funding opportunities with corporate partners, including drafting proposals, budget development and analysis to ensure compliance with policies and application guidelines set by the sponsor and the university and adherence to submission requirements.
- Develop and execute a partnership cultivation plan that has measurable relationship deepening metrics and results in sustainable funded research relationships.
- Develop on-line and print communications including CBB Annual Report, CBB Impact Report, Press Releases, Research Spotlights (capsule summaries of biomedical research), Research Bulletins (in-depth features on biomedical research), promotions, and other materials. Work with the Communications and Outreach Assistant to strategize marketing and social media communications.

Collaboration and Outreach Programs

- Develop and implement an outreach plan with potential for impacts at the global level.
- Independently 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.

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- Assist Executive Director, CBB in organizing faculty members into active “working groups”. These groups will form interdisciplinary collaborations and work together with industry and to grant proposals such as NSERC CRDs, CREATE and ORFs.
- Present content and coordinate marketing and distribution of outreach activities.

Workshops, Visits, and Events

- Provide scientific and organizational support, coordination and management for national and international workshops, visits and events.
- Assist the Executive Director, CBB in creating agendas, creating biographies and identifying and contacting potential collaborators (internal and external).
- Work with the CBB Administrative Officer to organize and deliver regular CBB events such as CBB seminar series.
- Provide technical tours from a scientific standpoint of CBB-affiliated facilities (CIARS, G2N, Biomedical labs, Science labs, Velocity, Accelerator Centre, CCCARE etc.)

Resource Management

- Provide support to the CBB Administrative Officer making day-to-day changes to the CBB website as required.
- Work directly with our customer relationship management system to organize track and develop an automated interaction plan for maintaining contact with partners.
- Understand and promote metrics collection, activity analysis and metrics based outcome assessments of centre activities.

Required Qualifications

Education

- A Graduate degree in Engineering, or Science and ideally evidence of supporting background in business such as an option in Management Science, a Science and Business degree or an MBA.

Experience

- Demonstrated technical knowledge of engineering, biotechnology and biomedical preferred shown by direct work (not supervisory work) in industry or academia.
- Ability to follow technical discussions related to research and to identify appropriate faculty members in respect of industry interests.
- Experience with budget development, metrics tracking, and outcome analysis. A track record of successful and progressive improvement on metrics.
- A track record of successful contribution to funded research proposals.
- Demonstrated ability to convert corporate relationships into funded research partnerships.
- Demonstrated ability to develop strong professional relationships that are sustainable over time.

Knowledge/Skills/Abilities

- Advanced experience with customer relationship management software, excellent skills with cloud based collaboration tools.
- Outstanding oral and written communication and interpersonal skills. Including excellent presentation skills and the ability to be an articulate advocate for CBB and the university in research promotion and external relations.
- Intermediate Microsoft Office skills (Word, Excel, PowerPoint)

Nature and Scope

- **Contacts:** Work closely with biomedical engineering industry technical experts and leaders to develop strategic partnerships and research initiatives with 100+ CBB members; Interact with internal and external visitors to CBB; Interact with media centers around the world that focus on bioengineering and biotechnology. Works closely with the ED, Operations Committee and CBB staff.
- **Level of Responsibility:** Develop and execute effective internal and external programs to ensure positive positioning of the University of Waterloo and the Centre's profile. Increase the global awareness of the expertise of CBB members. The successful candidate will work as part of a team, to develop and manage services and programs within a high-profile research centre. This position necessarily entails a good understanding of the biomedical and health technology, the underlying science and the necessary technical, organizational, creative and interpersonal skills to achieve results in a team environment.
- **Decision-Making Authority:** Initiate and maintain contact with Senior personnel in the Faculty of Engineering and Faculty of Science; Office of Research and institutes; Waterloo International; Velocity, Communications and Public Affairs Office. Provide well outlined opportunity analyses and recommended courses of action to the Executive Director, CBB and the CBB Operations Committee who will hold decision making authority.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Office is located within a team setting. Frequent travel in southern Ontario is required to advance / present projects. Occasional international travel may be required. Minimal exposure to disagreeable conditions. There are deadline pressures and a demand for thoroughness and accuracy.