

Job Description

Job Title:	Managing Director, Waterloo Artificial Intelligence Institute (WAI)
Department:	Waterloo Artificial Intelligence Institute (WAI)
Reports To:	Co-Directors, WAI
Jobs Reporting:	Administrative Assistant
Salary Grade:	USG 15
Effective Date:	May 2018

Primary Purpose

The Managing Director (MD) is responsible for aspects of the overall business leadership, partnership development, and day-to-day operations of the Waterloo Artificial Intelligence Institute (WAI). This position is central to advancing the University of Waterloo as a leading centre for Artificial Intelligence (AI) research. The over-riding objective is to manage, promote, and increase the large base of research activity and funding in AI at the University of Waterloo. A principal component of the WAI structure and a key role of the MD will be the fostering and management of a collaborative partner network that draws from both the private and public sectors.

Key Accountabilities

Fosters relationships with prospective industry, non-profit organizations, and government partners, and stewards existing relationships

- Manages external relationships; develops and services client relationships and tracks outcomes
- Targets, pursues and cultivates external relationships, collaborations and partnerships
- Addresses inquiries about WAI from the private sector, government, other institutions and the media, and as such must have a full understanding of the scope of WAI activities and strategic plans
- Cultivates incoming expressions of interest to engage with the Institute and keeps the WAI membership informed and aware of inquiries and potential research opportunities; will help to assess their viability for possible follow-up by senior officials from the WAI leadership
- Stewards and builds on existing memorandums of understanding with partner industry and non-profit organizations and actively pursues new national and international partnerships. A broad spectrum of industrial, non-profit, and government partners currently invests in a wide range of artificial intelligence research activities. The MD will cultivate these and establish new relationships in support of research projects involving WAI members and partners

Plans and implements marketing and communications initiatives

- Creates an integrated marketing and communications plan
- Develops and manages a UW AI contact management and capacity database in collaboration with Faculty units and Office of Research
- Manages WAI brand strategy
- Assists in developing a professional portfolio of marketing communications tools (e.g. brochures, presentation slide sets, and conference booths)
- Actively participates in managing content for the WAI website
- Delivers or participates in presentations to corporations, government and industry
- Oversees media management (e.g., press releases, media inquiries, advertisements, and social media)

Job Description



<ul style="list-style-type: none">Coordinates and participates in campus visits, events, workshops, and conferences
Advances AI education and training programs <ul style="list-style-type: none">Fosters new education and training opportunitiesParticipate in facilitating market research, internal coordination, and external communication related to education and professional training programs developed through WAI; this may involve a combination of online offerings and technical short courses in a wide variety of AI-related subjects
Facilitates AI-related research proposal preparation <ul style="list-style-type: none">Participate in the preparation, coordination, implementation, and reporting of major funding proposals stemming from the Waterloo AI InstituteSolicits and orchestrates direct funding opportunities from government ministries at both the provincial and federal levelsSecures private sector, in-kind commitments and letters of supportResponsible for the general management of the operational budget, provides regular financial status reports to the Co-Directors
Manages administrative and supervisory functions for administrative staff <ul style="list-style-type: none">Contributes to the leadership and supervision for all administrative staff employees of WAI, including aspects of planning for training and development, conducting performance appraisals, assigning job responsibilities, and general supervisionLiaise with Human Resources regarding all WAI staffing issues including job descriptions, reclassifications, performance management, and compensationAuthorizes the purchase and allocation of equipment and furnishings for administration and outreach, in consultation with the Co-DirectorsMaintains internal relationships and communications with the Office of Research, Faculty and University stakeholders, non-academic support units including Finance, Media Services, and Catering Services

**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 <ul style="list-style-type: none">A Bachelor's degree in a STEM discipline is required; an additional degree at the Master's level in a STEM discipline or business administration is preferred
Experience <ul style="list-style-type: none">5-10 years' experience with a strong knowledge of artificial intelligence and emerging innovations to facilitate the operation of WAI research projects, including proposal development, budgeting, financial and technical reporting in collaboration with other university resources5-10 years' demonstrated experience in managing administrative and supervisory functions for administrative staff including human resources, financial management and spaceDemonstrated success in building relationships with prospective industry, non-profit organizations and government partnershipsExperience with business leadership and partnership development roles required to successfully direct day-to-day operationsProven ability to advance education and training programs
Knowledge/Skills/Abilities <ul style="list-style-type: none">Exceptional communication skills in written and verbal form

Job Description



- Demonstrated ability to utilize online communication platforms to their maximum potential, through email and social networking tools to raise the profile of researchers
- Ability to plan and implement a wide range of marketing and communication initiatives
- Ability to exercise judgment, build consensus, foster teamwork among a variety of stakeholders, and lead integrated project teams
- Strong leadership and organizational skills coupled with the ability to handle multiple tasks, meet deadlines, and excel in a fast-paced environment characterized by changing priorities
- Demonstrated ability to thrive in and contribute to an integrated and collaborative team environment and to apply a positive team approach to working with colleagues
- Ability to influence and motivate others

Nature and Scope

- **Contacts:** WAll is a major research institute at the University of Waterloo comprised of over 90 faculty members and several hundred graduate students focused on AI-related research activities. Internal: WAll welcomes faculty participation from across the campus. Current membership includes faculty members from five of the six faculties: Applied Health Sciences, Arts, Engineering, Mathematics, and Science. The mission of WAll is to cohere, advance, promote and exploit cross-disciplinary research at the frontiers of artificial intelligence and its applications at the University of Waterloo. Under its mission, broadly, the WAll will focus on leveraging Waterloo's pioneering advances and productive industry partnerships for social and economic benefit, supported by cross-disciplinary expertise. Strong working relationships are required across the university community, specifically with the Faculty Deans, University Executive Officers, University External Relations and Office of Research personnel, and the faculty members of WAll. This will involve the coordination of internal communications and regular meetings with the membership, committees and boards of WAll. External: Creates new contacts and builds relationships with prospective industry, non-profit organizations and government partners as well as stewards existing relationships.
- **Level of Responsibility:** Directs overall business leadership, partnership development and the day-to-day operations of WAll, including supervision of others. Provides senior management expertise and is accountable for establishing priorities in consultation with Co-Directors to promote researchers and advance aspects of education and training.
- **Decision-Making Authority:** Accountable for decisions that have a significant impact on overall business leadership, communications initiatives, organization of staff and resources, personal interactions and collaboration, work flow, consultation, budget, and other key accountabilities of WAll. Determines the optimal course of action to solve problems and to exert a positive influence on other stakeholders.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with senior-management-level responsibilities. May require work outside the normal operating hours of the institute and may involve significant travel.