

Job Description

Job Title:	Global Entrepreneurship & Disruptive Innovation (GEDI) Managing Director
Department:	Office of Research
Reports To:	Vice-President, Research
Jobs Reporting:	Campus Engagement Coordinators, Partner Account Managers, Communications & Marketing Manager
Salary Grade:	USG 15
Effective Date:	July 2018

Primary Purpose

The Global Entrepreneurship and Disruptive Innovation (GEDI) Managing Director is a senior and dynamic individual responsible for the overall leadership and day-to-day operations of GEDI physical space and personnel. The incumbent will operationalize the GEDI vision and strategy, establish and nurture an innovative strategy of effective internal collaboration, and create and implement original and productive university-business partnership models. S/he will have the opportunity to showcase and bring together the multiplier impacts of connecting talent, research and start-up. The MD will engage, new and existing, external partners in the public and private sectors at the senior executive level, liaise with them, create partnerships and commitment, and promote the vision of GEDI. S/he is known as a person of knowledge, vision and integrity and an exemplary colleague within the public, private or university sectors. The incumbent is responsible for leading an effective and cohesive team, enabling the mission of GEDI to be fully realized through outstanding support to university stakeholders as well as external partners.

Key Accountabilities

Promoting and facilitating involvement with GEDI

- Support the development and implementation of a strategic business plan, to ensure that financial resources from industry partners and government, are in place to sustain the long-term operation of GEDI. Ensure the ongoing function, availability and integration of facilities created by GEDI
- Ensure that appropriate programming and resources along with administrative support are provided
- Responsible for outreach and interaction with industry and working closely with the office of Research, Advancement and University Relations to ensure that relationships and projects are initiated and executed in a timely and effective manner

Fostering meaningful interactions with industry, academic, and government partners

- Manage external relationships, including development and nurturing of new relationships with non-government, government and corporate partners, and tracking outcomes.
- Target and cultivate new opportunities for collaboration and partnership for all aspects of GEDI
- Cultivate incoming expressions of interest to engage with GEDI and work directly with the relevant partners to develop collaborative opportunities
- Identify opportunities to increase the impact of GEDI within the University of Waterloo ecosystem for internal and external partners.

Managing and coordinating internal and external communications

- Support the development and promotion of the GEDI brand
- Assist in developing a professional portfolio of marketing communications tools (e.g., brochures, presentations, newsletters)

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<ul style="list-style-type: none">• Assure GEDI mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders
Managing all funding applications specific to GEDI <ul style="list-style-type: none">• Identify funding opportunities, mobilizing inter/multidisciplinary teams as appropriate comprised of internal and external partners• Responsible for leading the development, submission and implementation of any funding proposals on behalf of GEDI including major funding applications directly submitted on behalf of UW and partner institutions• Support partner institutions in identifying, initiating and developing external funding applications and/or providing letters of support
Managing all reporting requirements <ul style="list-style-type: none">• Coordinating and supporting UW in providing all necessary reporting to external funding agencies• Responsible for coordinating the reporting of activities and income by private sector collaborators.• Develop benchmarks for GEDI against other global innovation centers to monitor the performance and impact on an on-going basis• Report on performance of GEDI to VPR.
Fiscal responsibilities <ul style="list-style-type: none">• Responsible for the general management and oversight of the GEDI operational budget. Provide regular financial reports to the VPR and to the Advisory Board

Required Qualifications

Education <ul style="list-style-type: none">• One or more university degrees required• Demonstrated management training, coaching and development
Experience <ul style="list-style-type: none">• A minimum of five years' senior experience in relevant public or private sector roles• Leadership experience in an academic organization at the post-secondary level is an asset
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Recognized as an expert, in academic- industry partnerships and/or innovation, preferably with experience in an academic environment combined with a deep understanding of government or business or both.• Ability to navigate and influence within a complex academic environment• Strong presentation, verbal and written communication skills• Demonstrates a strong ability to develop and implement winning strategies with a particular focus on collaborative initiatives• Ability and desire to engage faculty, staff and students• Ability to sell ideas and services;• Ability to adapt skills and experience to a new environment<ul style="list-style-type: none">Proven skill in relationship management, partnering and achieving results using a collaborative approach and influence rather than authority•• Excellent verbal, listening, written and presentation communication skills with individuals and groups from a few dozens to a few hundred• Demonstrated high level of organization and ability to manage high volumes of activity and change

Nature and Scope

- **Contacts: Significant Internal Relationships:** Vice-President University Research and Associate Vice-Presidents; Vice-President University Relations and Associate Vice-Presidents; Vice-President Advancement; Executive Director Co-operative Education; Faculty Deans and Institute Executive Directors; Faculty- and University-level Development Offices; Director of Research Partnerships; Director of Waterloo Commercialization Office; **Significant External Relationships:** Corporate and Associate Partners; Government Ministries and Funding Agencies (Federal, Provincial and Local); Non-profit and Public Sector Partners; Advisory Board; Accelerator Centre; Communitech; Velocity; Catalyst 137; Venture Capital and Angel Funds; Other Universities, Colleges & Institutions
- **Level of Responsibility:** The incumbent has the duties and responsibilities associated with directing and managing the daily operations of GEDI and its staff. The Incumbent will operate with minimal oversight in implementing and accomplishing the objectives and strategic priorities of GEDI as developed with the VPR
- **Decision-Making Authority:** The incumbent has the authority to direct the operational side of GEDI in order to accomplish the objectives and strategic priorities, identifying and acting on opportunities, negotiating terms for key contracts.
- **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.
- **Working Environment:** The incumbent works in a standard office environment. Domestic & International travel is required on occasion. The role requires direct contact with GEDI Staff, and stakeholders internal and external to the University. 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.