

Job Description

Job Title:	Managing Director, Future Cities Institute (FCI)
Department:	Future Cities Institute
Reports To:	Co-Directors, FCI
Jobs Reporting:	Academic Program Development Specialist Financial Officer Research Coordinator Communications Officer
Salary Grade:	USG 14
Effective Date:	May 2024

Primary Purpose

The Managing Director (MD) is responsible for aspects of the overall business leadership, partnership development, and day-to-day operations of the Future Cities Institute (FCI). This position is central to advancing the University of Waterloo as a leading global centre for futures thinking and training and is founded on Waterloo at 100 and the Global Futures Framework. The FCI is a leading global network of interdisciplinary partners from academia, industry, government, grassroots organizations, and communities, who work together to imagine, build and enable healthy, prosperous and resilient futures for our cities. The mission is to foster interdisciplinary applied research, work-integrated learning and flexible curricula that place the pivotal role of cities at the centre of our collaboration and solution building. To achieve this mission, the FCI will focus its efforts on three core components: Partnerships, Research and Knowledge Mobilization, and Building Capacity by training the next generation of leaders.

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 management functions include: (1) creating new contacts and building relationships with prospective industry, government, and research partners; (2) creating and implementing a plan for knowledge mobilization activities; (3) working with FCI members, directors, and advisory board to advance the overall goals of the FCI.

Key Accountabilities

Leadership and Strategic Direction/Planning

- Provides overall strategic leadership, management and administration for all FCI programs and services across the University of Waterloo
- Initiate, develop, and execute strategic plans for the FCI, working with the Co-Directors of the Institute
- Align FCI goals and objectives with University of Waterloo's strategic plan
- Implement strategic plan for partnership development, research and knowledge mobilization activities, and capacity building
- Encourage and help facilitate interdisciplinary research, collaborative partnerships, cross-faculty links, and research dissemination
- Research trends, innovations, and best practices in similar organizations, and identify appropriate strategies and recommendations to the Co-Directors
- Prepare and deliver presentations at internal and external meetings or conferences.
- Lead or co-lead specific projects as required by the Co-Directors
- Create, write, edit and manage dissemination of on-line and print communications in collaboration with the Co-Directors.
- Coordinates and participates in campus visits, events, workshops, and conferences

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

- Conduct research into potential new partnerships: academic, industry, government, nonprofit
- Manages external relationships; develops and services client relationships and tracks outcomes
- Targets, pursues and cultivates external relationships, collaborations and partnerships
- Addresses inquiries about FCI from the private sector, government, other institutions and the media, and as such must have a full understanding of the scope of FCI activities and strategic plans
- Cultivates incoming expressions of interest to engage with the Institute and keeps the FCI membership informed and aware of inquiries and potential research and capacity building opportunities; will help to assess their viability for possible follow-up by FCI 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 FCI members and partners

Advances Future Cities education and training programs

- Fosters new education and training opportunities related to Future Cities
- Participate in facilitating market research, internal coordination, and external communication related to education and professional training programs developed through FCI, including the Master of Future Cities, MEng in Future Cities, Undergraduate Diploma in Future Cities, and short courses, among other opportunities. This may involve a combination of online offerings and technical short courses in a wide variety of FCI-related subjects

Facilitates FCI-related research proposal preparation

- Participate in the preparation, coordination, implementation, and reporting of major funding proposals stemming from the FCI
- Solicits and orchestrates direct funding opportunities from government ministries at both the provincial and federal levels
- Secures private sector, in-kind commitments and letters of support
- Responsible for the general management of the operational budget, provides regular financial status reports to the Co-Directors

Collaboration and Outreach Programs

- Develop and implement an outreach plan with potential for impact at the global level
- Synthesize research and literature into briefs for municipalities to distill complex topics into policy and action-relevant briefs
- Connect and partner with municipalities interested in collaborating with the Institute

Manages administrative and supervisory functions for staff

- Contributes to the leadership and supervision for all staff employees of FCI, including aspects of planning for training and development, conducting performance appraisals, assigning job responsibilities, and general supervision
- Liaise with Human Resources regarding all FCI staffing issues including job descriptions, reclassifications, performance management, and compensation
- Authorizes the purchase and allocation of equipment and furnishings for administration and outreach, in consultation with the Co-Directors
- Maintains 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

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Education

- A Bachelor's degree in a STEM, environment, or health discipline is required; an additional degree at the Master's level in a STEM, environment or health discipline or business administration is preferred

Experience

- 5-10 years' experience with a strong knowledge of urban issues and emerging innovations to facilitate the operation of FCI research projects, including proposal development, budgeting, financial and technical reporting in collaboration with other university resources
- 5-10 years' demonstrated experience in managing administrative and supervisory functions for administrative staff including human resources, financial management and space
- Demonstrated success in building relationships with prospective industry, non-profit organizations and government partnerships
- Experience with business leadership and partnership development roles required to successfully direct day-to-day operations
- Proven ability to advance education and training programs

Knowledge/Skills/Abilities

- Exceptional communication skills in written and verbal form
- Ability to engage in creative, big-picture thinking and strategy building
- 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:** FCI is a global network of interdisciplinary researchers, industry leaders, practitioners, students, and community members. Rooted in applied and interdisciplinary research, dynamic academic programs and collaborative partnerships, the Institute, founded in the Faculty of Environment and supported across the University of Waterloo, is dedicated to exploring pathways for healthy and prosperous future cities. Our focus is on leveraging partnerships to build capacity, solve applied transdisciplinary research problems and effectively mobilize knowledge. We strive to create optimization tools and processes within governments, organizations, and communities to anticipate and address future challenges, ultimately aiming to create thriving cities for all.
- 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 associated with the FCI. This will involve the coordination of internal communications and regular meetings with the membership, committees, and boards of the FCI. 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 FCI, 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, workflow, consultation, budget, and other key accountabilities of the FCI. 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.

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- **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.