



THE CORPORATION OF THE SEPARATED TOWN OF GANANOQUE

**Executive Director - Business Incubator
JOB DESCRIPTION**

REPORTS TO:	Economic Development Manager	STATUS:	Full Time (Temporary-Contract)
EVALUATION:	Salary Grade 7	Code:	
APPROVED:	January 8, 2018	HOURS OF WORK:	35 hours per week

POSITION PURPOSE:

Reporting to the Economic Development Manager, this position will manage the development and implementation of the RiverLaunch Business Incubator. This will include the implementation of marketing strategies, managing the attraction and delivery of services to the entrepreneurs and the anchor tenant, leasing of the incubator facility, budgeting for rental income and operational expenses, and maintaining the facility. Additionally, the role includes the monitoring of incubator clients for graduation from the incubator and the transition into the community when feasible. This position is also responsible for supporting economic development initiatives involving the incubator.

KEY DUTIES AND RESPONSIBILITIES:

Perform the responsibilities of the position within the legislative and regulatory standards as set out in applicable legislation, regulations and by-laws as well as all practices and procedures established in the Town's documents or as directed by the Economic Development Manager.

- Oversee the incubator facility renovations creating a dynamic, unique space that is functional and attractive to tech businesses. Includes managing the renovations at the facility as well as the acquisition of services, equipment, furniture, and fixtures via the issuance of Tenders/Requests for Proposals as prescribed by the Town's procurement policy.
- Work directly with the Economic Development Department to develop marketing vehicles for the promotion, recruitment and attraction of incubator clients.
- Responsible for allocating workstation space for incubator clients, managing leases, managing renewal and graduation timelines, new client onboarding, space and equipment planning. Optimizing space allocation, rental revenue, and finding space solutions to meet the needs of graduating entrepreneurs. Managing the property's appearance, workstations, common areas, and amenities to provide an attractive facility to serve the needs of entrepreneurs.
- Responsible for the development/procurement of the Entrepreneurial Program:
 - Start-up in a Box;
 - Technology commercialization assistance;
 - Investment matching; loan and grant identification and assistance;
 - Incubation support services (business planning, lending library, hot-desk access, etc.);
 - Training programs and workshops;

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- Market intelligence support;
- Resource identification for professional services (IP, business law, accounting, etc.);
- Connection to post-secondary institutions, research and programming.
- Responsible for data management of incubator client engagement with entrepreneurship programs, monitor progress of companies, write reports to RiverLaunch grant funders, and Town Council on each incubator company, and track performance metrics and data related to current clients and graduate companies. Prepares and manages information on all incubator activities and performance including budgeting, operations, etc.
- Act as the lead for new entrepreneurial prospects for the incubator and the entrepreneurial programming offered to support start-up companies. This includes arranging outreach to potential start-ups, as well as academic and government institutions that support and promote the development of prospective tech entrepreneurs.
- Maintain and cultivate industry partner relationships to assist in advisory roles and program support for entrepreneurs including organizing potential corporate, academic or industry mentors.
- Responsible for developing investor relationships including outreach with angel investment and venture capital organizations that could become investors in start-up clients of the incubator including hosting tours and meetings with investors.
- Provide tours of the incubator for visitors and promote the facility to existing and emerging companies, other municipalities and levels of government, and post-secondary institutions.
- Support outreach to other incubator locations in Eastern Ontario to provide expertise sharing and operations guidance where appropriate. This includes reciprocal support for Venture 13 and other grant-funded programs that assist entrepreneurs throughout the area in coordination with the Economic Development Manager.

REQUIRED QUALIFICATIONS AND COMPETENCIES:

- Eligible candidates must possess a bachelor's degree in business, management, or a related field.
- Three to five years of professional level experience working in the management of incubator operations.
- Direct experience in innovation industries, government and economic development is preferred.
- Prior experience working with technology start-up companies is required, with an understanding of entrepreneurship and technology commercialization;
- Minimum of three years in a business/economic development role working with clients and cultivating customers for contractual agreements or advancement goals;
- Understanding of municipal government administration;
- Client and/or tenant management;
- Excellent interpersonal communication skills,
- Writing ability, and comfort in public speaking with varied audiences;
- Commercial real estate knowledge; including basic understanding knowledge of tech-based facilities;
- Excellent problem-solving skills to address difficult, complex issues and overcome challenges with clients into positive outcomes;
- Technical proficiency in all necessary software programs as pertaining to the environment (Office Suite, Adobe Creative Suite, etc.)