



Executive Director

The Executive Director is responsible for the successful leadership and management of the Cornwall Innovation Centre according to the strategic plan approved by the Board of Directors.

Primary Duties and Responsibilities

The Executive Director will perform all of the following:

Leadership

- Participate with the Board of Directors in ensuring the ongoing vision and strategic plan is met for the Cornwall Innovation Centre (CIC).
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Represent the organization at community events and activities to enhance the organization's community profile.
- Operational planning, management and ensuring that the operation of the organization meets the expectations of its clients, board and partners.
- Oversee the efficient and effective day-to-day operation of the organization with overall financial oversight and responsibility.
- Fulfill the role of business mentor, pre-screen clients and provide advice before recommending clients for pitch presentations.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Providing quarterly reporting to the Board on goals and objectives.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Human resources planning and management
- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

- Recruit, interview and select staff that have the right technical and personal abilities to help further CIC's mission.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans and coordinate funding proposals to increase the funds of the organization.
- Participate in revenue generating activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

Preferred Qualifications

Education

- College diploma, University degree or Professional designation.

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to businesses that are start-ups, innovation focused, knowledge based or IP commercialization.
- Knowledge of federal and provincial grants and funding programs.
- Knowledge of current community challenges and opportunities relating to CIC's mission.
- Concentrated understanding of digital business.
- Knowledge of financial, project and brand management.
- Proficiency in the use of technology, with advanced skills preferred.

The Executive Director should demonstrate competence in the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the Cornwall Innovation Centre
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Think Strategically: Assesses options and actions based on trends and conditions in the environment, the vision and values of the organization.

Preferred Experience

- 5 or more years of management experience.
- Owned and operated a start-up business with preferably a successful exit.
- Deep understand of cash flow management.
- Background in digital technology and innovation.
- Deep understanding of business investment and types of start-up funding available including grants, loans, angel investment and venture capital.
- Working Conditions
- The Executive Director directly from the CIC office incubator and accelerator location but the mission of the organization may sometimes take them to offsite locations.
- The Executive Director will be required to travel typically within Ontario but not limited to.
- The Executive Director will work a standard work week, but will often work evening, weekends, and overtime hours to accommodate activities representing CIC at public events.

Compensation: \$65,000 - \$72,000

Please send resumes to: martha@eotb-cfeo.on.ca

Deadline: Friday, December 28, 2018