

Job Opportunity: Program Manager

Organization: Innovate BC
Position Title: Program Manager
Location: Vancouver, B.C. (temporarily remote)
Employment Type: 6-12 Month Contract

About Innovate BC:

[Innovate BC](#) is a Crown agency with a mandate to help strengthen entrepreneurship development, increase company growth, and support job creation, ensuring the benefits of technology and innovation are felt around the province, including rural, northern, and indigenous communities.

About the Opportunity:

We are looking for an experienced program manager to support the delivery of Innovate BC programs and services. The role will be responsible for overseeing program deliverables including reviewing and approving applications, disbursing funds/grants, collecting and analyzing data, producing reports, recommending program improvements, and liaising with multiple stakeholders in government, industry and academia.

The Program Manager is a key member of the programs department reporting to the VP, Operations, works closely with other members of the programs, marketing and finance departments and may be responsible for managing direct reports including support staff.

The ideal candidate will be familiar with BC's innovation and technology sector, have strong project management skills and attention to detail, demonstrate excellent communication skills and tact in liaising with complex stakeholders.

Major Accountabilities:

- Oversee program administration, reporting, evaluation and improvements
- Ensure that programs are run efficiently, implement systems and procedures to ensure optimal performance
- Develop and oversee individual program budgets
- Oversee implementation of required software systems
- Gather and analyze data, produce reports, share insights, provide recommendations
- Develop and foster relationships with key stakeholders in government, industry and academia
- Continuously stay informed about new programs and initiatives (provincial, federal, etc.) relevant to Innovate BC's mandate
- Proactively seek opportunities to improve Innovate BC's programs and expand its reach and impact.



innovate BC

Qualifications:

- Post-secondary degree in science, business administration, accounting, law or related discipline OR an equivalent combination of education and experience. Master's degree preferred.
- A minimum of five years' experience in program management or in a closely related position, demonstrating progressive responsibility.
- Sound understanding of budgets, contract development & negotiations, advanced planning, organizational, analytical and administrative skills and sound communication, facilitation, interpersonal, supervisory and leadership skills.
- Experience working with grant application software or CRM systems
- Ability to apply a methodical and diligent approach with a commitment to integrity.
- Ability to direct and manage multiple activities while maintaining attention to detail and make appropriate decisions regarding the progress of projects.
- Ability to foster effective working relationships with peers, clients, funding providers, external officials and the public.

Compensation: Commensurate with experience.

Application Process: E-mail your resume and cover letter to talent@innovatebc.ca with the subject line Program Manager.

We thank all candidates for their applications; however, only candidates selected for an interview will be contacted.

Application Deadline: January 15, 2021

Starting Date: Immediately

Your application may contain personal information, which Innovate BC is collecting for the purpose of recruiting a successful candidate for this position and is authorized to do so under the Freedom of Information Act 26(c). If you have any questions about the collection of your personal information, please contact:

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