



JOB DESCRIPTION

The City of Orillia has an opening for a contract position of Manager, Innovation Collective in the Business Development, Tourism and Modernization Department for approximately 30-months.

IDEAL CANDIDATE:

You have a passion for economic progress and helping entrepreneurs and intrapreneurs succeed. You are looking for an opportunity to lead a project that results in lasting and impactful change. Exploring new ways of doing things energizes you.

You are a creative thinker, collaborator and manager who is keen to build and strengthen the regional innovation ecosystem.

DUTIES

- Under the guidance of the Director of Business Development, Tourism and Modernization, or designate, oversee all aspects of the Innovation Collective including the creation of the strategies to market and attract new innovative businesses and talent to Orillia, while also retaining and expanding existing businesses.
- Champions, oversees and manages ongoing innovation projects and initiatives led by the Innovation Collective.
- Works with a broad array of community partners across all sectors including clinical, education, corporate support and research groups to identify, prioritize and manage a portfolio of innovation needs and innovation opportunities.
- Actively pursue partnerships and engage with collaborators, service providers and mentors and experts who can provide resources and support to the programs.
- Drives a culture of innovation through the development and delivery of resources and programs for internal and external innovators including design thinking sessions, training sessions, standard checklists and templates, educational materials, efficient idea intake and assessment processes.
- Responsible for the financial success, vitality and sustainability of the Innovation Collective.
- Tracks progress of projects and initiatives, gathers performance data, prepares reports and delivers presentations to the Innovation Collective Operating Committee.

QUALIFICATIONS

- University Degree or three-year community college diploma in business, marketing, economic development, engineering or related discipline.
- Master's degree in engineering, science, business or a related discipline is considered an asset.
- Lived experience as an entrepreneur and/or experience in working with small technology-driven companies (startups/Small and medium enterprises) is desirable.
- Evidence of success in achieving performance objectives through identifying business opportunities and developing relationships.
- Knowledge of independent not-for-profit operations and governance would be an asset.
- Strong project management, oral and written communication skills.
- Demonstrable experience in managing and working with outside contractors and business partners including the negotiation and management of business agreements, contracts and license.
- Strong technology skills in using (and if possible developing) digital tools, apps and services.



City of Orillia
Business Development, Tourism and Modernization Department
Manager, Innovation Collective (30-Month Contract)

- Excellent public relations skills with proven ability to build effective working relationships with all stakeholders including business and government officials, community leaders, members of the public and staff.
- Excellent computer skills using MS Office Suite including Outlook, Excel, Word, and PowerPoint. Experience using web content management software and social media in a professional context, including Facebook, Twitter and Hootsuite. Experience using CRM software is an asset.
- Must possess a valid Ontario driver's licence and have access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

Compensation for this position is \$85,021 to \$99,463 based on a 35-hour work week, for approximately 30-months. The contract end date is December 31, 2025. Interested candidates are invited to submit their application by May 23, 2023 at noon.

Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.