

Associate Director, Life Sciences Innovation Hub

Innovate Calgary

CALGARY, ALBERTA

How to Apply: email your resume and cover letter to hr@innovatecalgary.com with **Associate Director, Life Sciences Innovation Hub** as the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Application Closing Date: May 15, 2026

About Innovate Calgary

Innovate Calgary is a wholly owned subsidiary of the University of Calgary, supporting the University, its members and partners bridge the gap between discovery and creating economic and societal impact. We provide a unique environment for employees combining a flexible working environment with significant exposure to the breadth of Calgary's and UCalgary's growing innovation and entrepreneurial ecosystems.

About the Role

Reporting to the Executive Director, Innovation & Intellectual Property, the Associate Director (AD) will work closely with Innovate Calgary's Life Sciences Innovation Hub and New Ventures teams as well as with participants in key programs (e.g., UCEED Neuro, Health and Life Sciences Funds, etc.) to develop and manage high-impact professional development and funding opportunities for high potential innovations and innovators.

The Associate Director of Life Sciences Innovation Hub's primary responsibilities will include developing the strategy, and execution of LSIH programs, while coaching and supporting the LSIH team members toward success in their career development and in delivery of the LSIH vision. This position is accountable for owning and effectively managing project budgets, ensuring efficient allocation of resources and cost control. Additionally, the incumbent plays a key role in shaping and executing business development for the LSIH, identifying and evaluating business opportunities, conducting market research, and actively recruiting members to drive growth and success. The Associate Director's expertise and leadership is crucial in fostering innovation, collaborating with cross-functional teams, and achieving key business objectives.

This is a senior level position that requires a commitment to fostering collaboration and innovation to support both professional development of innovators and foster connections to accelerate business development of viable Life Sciences-driven businesses in the Innovate Calgary ecosystem.

Accordingly, the position requires creativity, attention to detail, sound judgment, and strong relationship-building skills to perform various program management-related tasks.

Key Accountabilities:

Develop, implement, manage, and continually improve existing programming and expand new programming with a specific focus toward:

- Strategic Support:
 - Collaborate with the Executive Director, Innovation & Intellectual Property, to develop and implement the strategic vision of the Life Sciences Innovation Hub

- Provide leadership and support in executing key initiatives to achieve the LSIH's goals
- Foster a culture of innovation, collaboration, and excellence within the LSIH
- Stakeholder Engagement:
 - Build and maintain strong relationships with key stakeholders, including the University of Calgary, government entities, industry partners, other educational institutions, economic development bodies, and the broader Life Sciences communities
 - Collaborate with industry leaders and organizations to identify opportunities for partnership to support the companies incubated in the LSIH
 - Represent the LSIH at events, meetings, and collaborative forums
 - Participate in panel discussions, conferences, and other opportunities to highlight the Life Sciences Innovation Hub as a thought leader in company incubation and acceleration
- Community Development:
 - Support the creation of a vibrant and collaborative community within the Life Sciences Innovation Hub
 - Organize events, workshops, and networking opportunities to enhance the LSIH's community engagement
 - Demonstrate a strong desire for working relationships between the organization, stakeholders, community, and industry partners
 - Strengthen the hub's presence within the broader innovation ecosystem
- People Leadership:
 - Provide leadership to direct reports and stakeholders with regular communications and direction to a professional high performing team.
 - Provide a collaborative, positive, and authentic leadership style and drive for results while collaborating across departments
 - Establish a culture of workplace safety, ensuring a safe, secure, and compliant working environment
- Educational Collaboration:
 - Work closely with educational partners to strengthen the connection between hub activities and educational programs
- Financial Oversight:
 - Fully accountable for managing the LSIH budget, including personnel and operational budgets of the molecular biology and rapid prototyping labs
 - Approval of lab orders, equipment repairs and purchases, BioBar purchases, and submitted personnel expenses, ensuring that everything remains within budget
- Issue resolution:
 - When issues do escalate, use a personable and common-sense approach to resolve the issue and ensure the LSIH operates effectively without reputational harm
- Business Development
 - Actively seek out and recruit companies to join as members of the Life Sciences Innovation Hub
 - Devise a partnership framework and engage new partners to support the long-term sustainability of the LSIH
 - Attend local events to increase awareness of the Life Sciences Innovation Hub
 - Proactively search for, and apply to, various funding opportunities that may arise from time to time
 - Give tours of the LSIH to prospective members, delegates, and other groups
- Community & Member Experience
 - Act as the primary point of contact for hub members
 - Manage member communications including updates, events, and policy changes
 - Monitor progress of incubated companies through regular engagement

- Metrics and Reporting
 - Track and record metrics relevant to the LSIH and Innovate Calgary
 - Report on metrics and KPIs to Innovate Calgary leadership, funders, and stakeholders
 - Set goals and objectives necessary to fulfill the LSIH's mission to build the life sciences ecosystem

Skills & Qualifications:

- A minimum of 7 years of proven experience in a leadership role within a similar environment, preferably in the Life Sciences or Medical/Biotechnology innovation sector
- Technical understanding of Life Sciences technologies and clinical research concepts
- Well-established connections within the Life Sciences sector and/or the startup ecosystem
- Refined business development skills and thinking
- Strong organizational and project management skills
- Excellent communication and interpersonal abilities
- Demonstrated ability to work collaboratively in a team-oriented setting
- Understanding of program development, financial management, and strategic planning
- Ability to work in an environment of multiple deadlines and changing priorities
- Strong problem-solving mediation skills with the ability to exercise sound judgment to make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Entrepreneurial mindset
- Commitment to continuous improvement (e.g., results-based accountability and regular evaluations of program impact)
- Excellent oral and written skills specifically on communicating key metrics and data sets

Education

- MSc or Ph.D. in a Life Sciences discipline

Additional Requirements

- The successful candidate must be legally entitled to work in Canada (Canadian citizen, Canadian Permanent Resident status, or valid open work permit)
- This position is located in Calgary, Alberta and the successful candidate must be located in Calgary or be willing to relocate to Calgary prior to commencing the role. On-site presence is required to facilitate successful operation of the Life Sciences Innovation Hub.

What We Offer

We believe in fair and transparent compensation. We provide a well-rounded and meaningful total compensation package designed to support your wellbeing and long-term success:

- **Salary:** The budgeted salary range for this role is \$110,000 - \$120,000 per year, depending on our assessment of your experience and qualifications.
- **Health & Wellness:** Comprehensive, employer-paid benefits including extended health, dental, disability, life insurance, a health spending account, and an employee and family assistance program.
- **Retirement Savings:** A competitive Group RRSP program with employer matching contributions of up to 5% in your first year, increasing to 8% after your first year.
- **Paid Time Off:** Generous paid time off including vacation, sick days, volunteering time, 12 recognized statutory holidays, plus our office closes annually from December 25 to January 1, providing additional paid time off without reducing your vacation balance.
- **Mission-Driven Work:** Join a highly engaged and purpose-driven team. You'll work alongside people who are passionate about supporting research, innovation, and entrepreneurs tackling some of the world's most pressing challenges.

Innovate Calgary is an equal opportunity organization committed to building and fostering a fair and inclusive community that values diversity and encourages respect for all. We welcome applicants across any race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, Indigenous status, or any other legally protected factors. We recognize the value of identifying and removing barriers for any applicants interested in participating in our programs.