



## **Senior Manager, Business Operations**

Position: 0.8 to 1.0 FTE for a one year contract with the opportunity to renew

Organization: Ontario Institute for Regenerative Medicine (OIRM)

Date Posted: Wed, April 19/17

Deadline to Apply: Friday, May 19/17

### About OIRM

Building on more than 50 years of world-leading research in stem cells and regenerative medicine in the province, the Ontario Institute for Regenerative Medicine (OIRM) was launched in 2014 with a vision to revolutionize the treatment of chronic diseases and make Ontario a global leader in the development and commercialization of stem cell-based products and therapies. OIRM is based in Toronto @ MaRS and was realized with investment from Ontario's Ministry of Research, Innovation and Science.

### Position Description

OIRM is seeking an experienced Senior Manager of Business Operations who is a creative thinker and enjoys working in a small, cohesive team in a stimulating and fluid environment. Reporting to the VP, Strategy and Partnerships, the Senior Manager will work closely with other members of the team to identify opportunities and develop strategies aligned with OIRM's priorities. He/she will lead and be responsible for successfully executing on the resulting well-developed projects.

### Here's What You'll Get To Do:

- Manage the day-to-day operations of OIRM including
  - Financial processes (with support)
    - Annual operating budget
    - Submitting requests for funding to government
    - Tracking of leveraged funding
    - Communicating with provincial government in terms of all financial management and reporting
  - Oversee OIRM's governance needs (Board of Directors and related committees)
  - Metrics development and reporting
  - Legal agreements and contracts (with legal counsel)
  - Information technology
  - Human resources
  - Space management
- Provide creative solutions to OIRM's unique business management needs, such as institutional and industry sponsorships, international partnership activities and other funding opportunities
- Provide strategic marketing advice to OIRM's communications and engagement plan
- Assist the OIRM team with all public events as needed

### Here's What You'll Need:

- Bachelor or Masters degree (preferred but not mandatory) in business administration with some marketing experience
- 5-8 years of progressive experience in diverse business environments with some experience in the non profit sector
- Proven ability to manage complex budgets and associated financial reporting
- Excellent communication skills (written and oral) to engage both internal and external stakeholders and the ability to connect with team members and scientists in various locations across the province

- Solid project management skills with a demonstrated ability to multi-task and reprioritize as deadlines change
- Resourcefulness and creativity in developing new and innovative solutions for complex and varying situations
- Ability to take the initiative, work independently and contribute effectively and positively in a team environment
- Applicant should be self-motivated and adaptable with an enthusiasm for continued growth and improvement
- A willingness to assist other team members no matter how small the task may be

Here's What You'll Get:

- Competitive NFP salary and benefits package
- The chance for advancement and playing a key role in development of a provincial stem cell and regenerative medicine institute

You will need a CV (max of two pages) and a cover letter (max of one page) that outlines examples of projects that were self-initiated and executed.

Please submit to [oir@oir.ca](mailto:oir@oir.ca).