

<b>Job title</b>	Manager
<b>Reports to</b>	Board of Directors, KAST
<b>Type</b>	Part-time 20 hours per week
<b>Position Description:</b>	
<p>KAST (Kootenay Association for Science and Technology) is the hub of Kootenay tech and innovation and the only non-profit technology association serving the entire Kootenay economic region. Our mission is to enable a vibrant, thriving and healthy tech community in the Kootenays by creating inclusive economic opportunities, stimulating job growth and by providing entrepreneurs and businesses with the support they need to thrive in the local and digital economy. We do that presently from the Nelson Innovation Centre and through programs, services, networking opportunities and events, and regional partnerships.</p> <p>To support employment equity and diversity in the workplace, we welcome all applications. This includes women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to our diversity. We also recognize unique styles, perspectives, beliefs and creativity that support a diverse, respectful, inclusive and collaborative work environment.</p> <p>The Manager represents and co-leads the Kootenay Association for Science &amp; Technology and its staff. The successful candidate is skilled in bringing together a variety of stakeholders, staff and funders to support the Association’s mandate. With expertise in business and financial management, and successful experience in working with a Board of Directors, the Manager will represent the organization across the region.</p> <p>The Manager is a thoughtful communicator, in meetings and in presentations and will be responsible for attracting strategic programs to the region and will continually look for projects and opportunities to enhance the vision and reputation of KAST and its key partners.</p> <p>Key areas of responsibility include oversight in the following areas:</p> <ul style="list-style-type: none"> <li>● Funder and Partnership Relations</li> <li>● Events</li> <li>● Strategic Programs</li> <li>● Financial Management</li> <li>● H.R. &amp; Culture</li> <li>● Co-leadership</li> <li>● Board Relations</li> </ul>	
<b>Major Areas of Responsibility:</b>	

Areas	Responsibilities
<b>Funder and Partner Relations</b>	<ul style="list-style-type: none"> <li>• Develops and maintains close relations to existing and emerging program funders and strategic partners</li> <li>• Stays up to date with upcoming funding opportunities</li> <li>• Communicates gaps and co-develops new funding opportunities, content and programing</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Event planning</li> <li>• Content delivery planning</li> </ul>
<b>Revenue</b>	<ul style="list-style-type: none"> <li>• Ensures proper funding levels at all times</li> <li>• Researches and applies for grants and programs - revenue funnel</li> <li>• Directs and supervises grant writer - contractor or in-house</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Budgeting, Forecasting, Projecting</li> <li>• Co-review of monthly financial statements and variance analysis</li> <li>• Cashflow monitoring</li> <li>• A/R</li> </ul>
<b>Human Resource Planning and Management</b>	<ul style="list-style-type: none"> <li>• Resource reviews with co-manager - in-house vs outsourcing</li> <li>• Recruitment, progressive discipline and dismissal</li> <li>• Compensation and performance management</li> <li>• Development and upkeep of standard operating procedures, in particular on and off-boarding</li> <li>• Pro-D</li> <li>• Organizational culture building</li> </ul>
<b>Co-leadership</b>	<ul style="list-style-type: none"> <li>• Board relations</li> <li>• Introduce and maintain Objectives &amp; Key Results (OKR) and key performance indicators (kpi)</li> <li>• Diverse regional and sector representative Board</li> <li>• Bi-annual Strategic Plan development</li> </ul>

Experience & Qualifications
<ul style="list-style-type: none"> <li>• Post secondary education in the areas of Business, Technology, Science, Engineering or a combination of relevant training and successful experience Demonstrated entrepreneurial/business support skills moving from startup to growth</li> <li>• Ability to inspire clients, partners, staff and contractors</li> <li>• Is a future-focussed strategic thinker who will identify opportunities for KAST</li> <li>• Enjoys networking with funders, partners and entrepreneurs;</li> <li>• Can sell ideas, gain buy-in and build vision, excitement and momentum;</li> <li>• Has demonstrated financial management experience;</li> <li>• Is creative and adaptable;</li> <li>• Will raise the profile of the organization inside and outside of the region in order to secure funding for the organization and to engage entrepreneurs to benefit from KAST programs.</li> <li>• Working knowledge of G-Suite (Gmail, Calendar, Sheets, Docs), MS Word, EXCEL, and PowerPoint, Adobe</li> </ul>

*Desired Knowledge, Skills and Assets:*

- Experience in or knowledge of the Kootenay / B.C. technology incubator and accelerator ecosystem
- Creativity in writing, digital design or photography/videography may be an asset
- Previous experience in working effectively with a Board of Directors

**Location**

Nelson Innovation Center in Nelson, BC. Travel may occasionally be requested.

Must be able to travel. A valid driver's license and access to the use of a vehicle are required. Preference will be given to candidates in the Nelson/West Kootenay area.

**How to Apply**

Submit the following in Word or PDF format directly to [michael@kast.com](mailto:michael@kast.com) by August 23, 2021

- **Cover letter** - 1 page; format and content will be used for evaluation purposes. Please concisely articulate your experience relating to the described responsibilities and skill sets
- **Resume** - 1-2 pages

We thank all applicants but only those considered for an interview will be contacted. Professional reference will be conducted prior to appointing the successful candidate.