

Kootenay Association for Science and Technology (KAST) is seeking a dynamic and strategic leader to serve as the Executive Director for this thriving, growing Society. KAST, formed in 1998, works to foster a culture that values science, technology, innovation and entrepreneurship as activities vital to maintaining and enhancing the competitiveness of the region and the wellbeing of its communities. KAST’s vision is to be a champion of innovation and a valued partner in thriving sustainable technology communities across the Kootenays. Our mission is to foster inclusive economic opportunities and job creation through science, technology and innovation.

Job title: Executive Director

Reporting to: Board of Directors

Type: Full-time Permanent 40 hr/wk

Location: Based out of the Nelson Innovation Centre

Who we are looking for:

* Visionary and strategic thinker
* Proven grant-writing and reporting
* Strategic organizational planning and risk management
* Excellent time-management skills
* Human resources management, including the ability to problem solve, identify issues as they arise within human resources, explore options and implement appropriate solutions
* Demonstrated financial management experience, familiarity with accrual accounting practices, bookkeeping, and creating and managing budgets
* Knowledge of the tech and entrepreneurial landscape in the region and beyond an asset
* Excellent communications skills – written, verbal, interpersonal both internally and with Stakeholders
* Program design, planning and evaluation through interpretation of program data and community need
* Strong leadership skills and ability to make decisions in the best interest of the organization and the clients/communities we serve

Key Responsibilities:

Human Resource Planning and Management

* Set annual staff goals/priorities, with an emphasis on professional development
* Delegate staff supervision for ongoing projects and programs to Managers as required
* Responsible for staffing and contracting decisions on recruitment and compensation in keeping with financial and strategic constraints and goals
* Conduct probationary and annual staff evaluations
* Create and implement a Succession Plan
* Recognize and address missing or under-resourced skill sets
* Nurture an employee culture that emphasizes quality, career opportunity and engagement
* Lead staff meetings and other forms of communication regarding funding opportunities, budget management, new programming, customer visits, etc.

Leadership and Stakeholder Engagement

* Act as a liaison between the board and the organization
* Meet regularly to keep board informed of operational issues, and work with board to conceive strategic solutions to challenges
* Ensure KAST operates in compliance with the Constitution and Bylaws and the Governance Policies.
* Report on monthly financials
* Introduce and maintain Objectives & Key Results (OKRs) and Key Performance Indicators (KPIs)
* Ensure a full, diverse regional and sector representative Board
* Participate with the Board of Directors in developing an annual Strategic Plan
* Develops and maintains close relations to existing and emerging

program funders and strategic partners

* Participate in community meetings and events related to Economic Development and the Technology and Science sectors
* Engage with clients and partners to understand emerging needs and opportunities

Project Development

* Identify and evaluate emerging project opportunities in key sectors
* Design joint projects to leverage regional resources and avoid unnecessary duplication
* Network and carefully evaluate new ideas to maintain KAST’s reputation as a credible economic development driver within the region and beyond
* Oversee project execution on plan, on time and on budget
* Ensure projects are measurable; all metrics met and submitted
* Communicate meaningful project evaluation to funders with brave recommendations
* Ensure strong levels of public and stakeholder awareness, participation and support
* Nurture relationships with funders, prospective funders
* Actively and open-mindedly seek new funding opportunities
* Obtain new project and partnership/sponsorship funds
* Create and implement projects that leverage existing KAST resources and activities
* Ensure ongoing progress toward increased financial sustainability

Financial and Operations Accountability

* Create and implement an achievable annual budget
* Produce accurate and timely financial reporting and records
* Enhance organization’s professionalism
* Ensure Regulatory compliance
* Stays up to date with upcoming funding opportunities
* Manage financial, administrative, funding and human resources records
* Oversee bookkeeping and payroll, ensure compliance with the Canada Revenue Agency (CRA) and other regulatory bodies including maintaining accounts with CRA and WorkSafe BC, filing T4s, bill payments and annual GST with support of the CFO
* Maintain all records necessary for reporting to funders and the Board
* Ensure office security and safety
* Identify and research funding opportunities and write funding proposals and grant applications
* Gather funding data and prepare final reports for funders
* Complete an Annual Report

Communications Oversight

* Enhance KAST profile as an agency that helps entrepreneurs commercialize innovative ideas
* Oversee a creative, consistent and professionally executed in region and external & talent attraction marketing strategy

Experience and Qualifications:

* 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 an asset
* Is a future-focused strategic thinker who will identify opportunities for KAST
* Enjoys networking with funders, partners and entrepreneurs
* Has demonstrated financial management experience
* Experience in or knowledge of the Kootenay / B.C. technology incubator and accelerator ecosystem an asset
* Previous experience in non-profit environment