

IC-IMPACTS

CHIEF OPERATING OFFICER (COO) and NETWORK MANAGER (NM)

Job Description and Major Responsibilities

ABOUT IC-IMPACTS

IC-IMPACTS (the India-Canada Centre for Innovative Multidisciplinary Partnerships) is a pan-Canadian Centre bringing together researchers, industry innovators, community leaders, government agencies, and community organizations from across India and Canada, to work to find solutions to the key challenges that affect the quality of life for millions of people in Indian and Canadian communities.

OUR VISION

IC-IMPACTS and its partners develop and implement community-based solutions to the most urgent needs of Canada and India: poor water quality, unsafe and unsustainable infrastructure, and poor health from water-borne and infectious diseases. By helping communities overcome these urgent problems, IC-IMPACTS creates Healthy Communities in both nations through improved health and longevity, increased economic prosperity, and positive social change.

ABOUT THIS POSITION

IC-IMPACTS is seeking a strategic and process-minded Network Manager (NM) with leadership experience in International non-profits, for-profit, Network Centre of Excellence (NCE), or University. Experience in scaling an organization, business development, student engagement and developing a culture that strives for excellence in performance is essential.

The Network Manager must be a collaborative leader who is able to support the vision of the CEO and Scientific Director. The successful candidate will have the skills, experience, and confidence to ensure the community focus and international goals of IC-IMPACTS remain central to its development. It is essential that the Network Manager implements effective operational systems, which optimize efficiency while supporting research deployment outcomes.

MAJOR RESPONSIBILITIES

Reporting directly to the CEO, the Network Manager will oversee all **internal** operations while supporting partnership and program development. The Network Manager will have the following responsibilities:

Senior Management

- Working closely with the CEO, the COO and Network Manager will support the implementation of the strategic plan and develop efficient processes and approaches to achieve desired results

- The Network Manager, working with the staff, is responsible for all reporting to the Network of Centres of Excellence Directorate.
- Represents the organization on all operational matters
- Supports the CEO in keeping the Board of Directors advised of all major operational concerns and developments.
- Presents to the Board at scheduled meetings as per the guidance of CEO and assists on Board Committees as needed and as directed by the CEO
- Liaises with UBC as the Host University and other Network Members, as required, so they are kept advised of progress made and to ensure the smooth flow of accurate and timely reporting

Financial Administration and Operations

- Oversees the annual operation budget (as approved by the Board) while determining and approving appropriate costs for IC-IMPACT's programs and events
- Ensures IC-IMPACTS receives the best possible ROI when providing financial support or in-kind funding
- Coordinates the successful delivery of the annual operations plan (strategic plan)
- Leads the development of the Annual NCE Progress Report and related financial information
- Ensures the successful delivery of IC-IMPACTS programs and events
- Ensures a smooth award approval process and overseeing the transfer of award funds to Project Leaders and Co-investigators
- Ensures that funds are spent in accordance with conditions for the grant by Project Leaders and Co-investigators
- Ensures all internal reporting is accurate and completed on time
- Provides strong day-to-day leadership on all operational and management concerns

Team Management

- Responsible for recruitment of office staff and their periodic review.
- Leads and supports a positive work environment, which promotes collaboration, mutual respect, transparency and a solution focused attitude
- Leads a performance management process, which measures and evaluates progress against goals for the organization
- Monitors and advises on team capacity. Aligns team structure and responsibilities with the organization's growth and demands
- Manages all HR related items and employee concerns
- Manages and directs the Administration Team, who have the following combined responsibilities:
 - Communications and Promotions
 - Events and Workshops
 - Program Implementation
 - Student Engagement and Training
 - Reporting
 - Accounting and Financial

- IT

Organization and Technology

- Ensures the development and implementation of organizational systems that provide IC-IMPACTS with quick access to financial information and reporting
- Continually works to find ‘best practices’ when communicating with UBC and other host universities, ensuring communication protocols and guidelines are followed
- Continually analyzes the current technology infrastructure and advises on information technology and on-line systems, which support the growth of specific programs, project reporting and the organization overall

KEY QUALIFICATIONS

- A Bachelor degree from an accredited university, preferably in Engineering, Business, Economics, International Relations, or Administration
- Master’s degree in Engineering, or Business Administration and/or equivalent training and experience at a Senior Management level
- A minimum of ten years’ experience as a Senior Manager in International non-profits, for-profit, Network Centre of Excellence (NCE), or University.
- Minimum five years Business Development experience in academic, government, or industry sectors
- Experience working with a volunteer Board of Directors
- Proven strategic vision and ability to think strategically, anticipate future consequences and incorporate them into an organizational plan
- Results-proven track record of exceeding goals and expectations
- Capacity Building - the ability to effectively build the organization and develop required HR resources, including developing structures and processes, which ensure the organization runs smoothly
- Strong written and verbal communication skills
- High level of efficiency with Microsoft Office
- Fluency in French an asset; Fluency in any Indian language an asset
- Some experience of working in India an asset

Please submit a resume and cover letter to Dr. Banthia at: banthia@civil.ubc.ca

This posting will remain active until the position has been filled.