



President and Chief Executive Officer Job Description

POSITION TITLE: President and Chief Executive Officer

REPORTS TO: Board of Directors

DIRECT REPORTS: 7 full-time staff

OFFICE LOCATION:

Core21, 21 Simcoe St. South, Oshawa, Ontario

DESCRIPTION OF SPARK CENTRE

Serving Durham Region and Northumberland County, Spark Centre is one of eighteen Regional Innovation Centres (RICs) throughout Ontario that help technology-based entrepreneurs and businesses to launch and grow their ventures as part of the Ontario Network of Entrepreneurs (ONE).

Daily we help entrepreneurs to start and grow successful, high tech companies. Our approach to service delivery is to be the best at providing entrepreneurs the right support they need, when they need it.

Through Spark Centre, clients in our region are able to access all of the sophisticated, market-driven programs, services and resources available through ONE for supporting entrepreneurs focused on commercializing their innovations and new technologies through starting and growing their businesses.

MISSION

Spark Centre helps to inspire entrepreneurs to start and grow successful, innovative companies in Durham Region and Northumberland County with resulting in new sustainable businesses, economic growth and new high quality jobs.

Spark Centre helps innovative start-up companies find the best path to market; providing local entrepreneurs with the mentorship, tools, and connections they need to grow and succeed. Developing individualized plans for success, Spark connects start-ups to business and research networks, learning tools, business coaching, mentorship, and access to funding and investment.

GENERAL POSITION DUTIES

Strategic and operational management of Spark Centre, which includes leading a team of 7 full-time staff and 8 retained business consultants; interacting with the Board of Directors; managing initiatives with strategic partners; community relations; promoting and delivering high quality services to clients; and financial management.

Functional Duties:

- Preparation of the long term and short term Spark Centre business plan
- Growth and expansion of Spark Centre through fundraising and new service offerings
- Management of funding agreements with various funding partners
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Management Duties:

- Interaction and reporting to Board of Directors
- Human resource administration for staff and consultants
- Collaborative interaction and integration with regional partners and other support service organizations

Financial Responsibilities:

- Daily operational accountability for the finances of the corporation
- Reporting of financial status to the Board of Directors
- Preparation and management of annual budgets

Operational Duties:

- Oversight of client services, including networking events, educational programs, advisory services and access to capital
- Engage, support and respect community volunteers
- Provide reporting data to various funding partners
- Represent Spark Centre to media and throughout the community
- Other duties as assigned by the Board of Directors

EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

- University graduate and/or recognized professional designation
- Management experience at a senior level
- Financial management experience
- Consulting experience or background
- Experience building or scaling a start-up business would be an asset
- Proven networking skills
- Proven leadership skills
- Bondable with no criminal record
- Valid Ontario Drivers' License and access to a vehicle for business use

DESIRABLE ATTRIBUTES

- Entrepreneurial experience as demonstrated by a lengthy and substantial history with new ventures
- Flexibility in stressful, new or unique business situations
- Service orientation and customer focus
- Able to work and manage in an unstructured and independent environment
- Creativity, problem solving and multitasking ability
- Excellent public speaking, oral and written communications skills
- Experience with media and communications policies and protocols
- Negotiations and sales skills
- Experience in the not for profit and volunteer sectors

TO APPLY FOR THIS CAREER OPPORTUNITY

Please submit a covering letter and resume including salary expectations no later than Monday, September 26, 2016, in confidence to the attention of the “**Spark Centre, President and CEO Search Committee**”, by using the two options below:

1. Electronically to: hr@sparkcentre.org .
2. Via mail to:
Spark Centre
Core21
21 Simcoe St. S.
Oshawa, Ontario
L1H 4G1

For further information about Spark Centre, please consult our website at www.sparkcentre.org.