Exempt Job Description

Job Title: **Executive Director – Cleantech Commons**Job Number: X-368  
NOC: 0421  
Band: 11  
Supervisor Title: Vice President, External Relations & Development, Trent University and   
Commissioner of Infrastructure & Planning Services, City of Peterborough  
Last Reviewed: December 5, 2018

## Job Purpose

To oversee all operations, functions and activities of Cleantech Commons at Trent University (a partnership between Trent University and the City of Peterborough). Responsible for providing a strategic direction for the park and implementing a progressive vision for the future. Promote, encourage, and support business development and entrepreneurship activities, enhancing the research and commercialization activities of Trent University’s institutional faculty, research staff, and students. Develop and promote economic development strategies, in collaboration with Peterborough & Kawarthas Economic Development (PKED); develop and implement marketing and branding strategies, promote community outreach, identify service providers and direct program operations.

## Key Activities

**In collaboration with PKED, develop and implement strategies that will successfully promote Cleantech and attract new business by:**

1. Promoting Cleantech Commons through business development outreach, media and public relations events and other special projects and initiatives;
2. Coordinating and managing the interactive website service provider, business listings and website content;
3. Recruiting new businesses and enhancing existing business and organizations;
4. Fostering and maintain strong relations with media, responding to media queries in a timely fashion; writing relevant articles and press releases to promote Cleantech Commons;
5. Assisting clients through the development approval process by coordinating developing meetings with City staff and relevant agencies relating to site plan and building construction approvals;
6. Attending relevant trade shows, industry events and conferences to raise the profile and attract investment to Cleantech Commons;
7. Working with relevant government agencies and organizations to identify and source funding opportunities for ongoing investment in Cleantech programs and development;
8. Conduct marketing and strategic research and liaise with other business innovation park directors to remain current and competitive with industry trends.

### **Create and sustain a dynamic innovation culture within the park by:**

1. Advocating on behalf of Cleantech Commons by providing day to day stakeholder relations and services to businesses;
2. Promoting and fostering the business and commercial environment. Developing a dynamic and inter-connected community amongst all Cleantech Commons businesses and stakeholders through proactive, ongoing services, advocacy and communications initiatives;
3. Acting as the face to face contact person of the Cleantech Commons and when required, be the spokesperson for the Cleantech Commons;
4. Initiating, promoting and facilitating regular business-to-business meetings and special events, including networking sessions, social and similar events in accordance with the direction and goals of the Strategic Plan.
5. Engaging with Trent University staff, faculty and students to maximize experiential learning and research partnerships.

### **Manage the Cleantech Commons Business operation including:**

1. Cultivating and preparing comprehensive business plans to realize the goals and objectives set by the Management Committee;
2. Preparing the multi-year Strategic Plan, budgets and work plans to effectively implement the business of Cleantech Commons for endorsement by the Management Committee and sub-committees;
3. Overseeing the administration of the Cleantech Commons office including budget planning; developing volunteers; working with other City and Trent staff, faculty and contractors; managing purchases and financials; leading the communication of and negotiation of the terms of leases with tenants;
4. Distributing information and resources to Cleantech Commons occupants and stakeholders and disseminating other pertinent information as required;
5. Working with City staff to update and execute lease agreements and maintain lease database;
6. Build relationships with tenants and address ongoing issues including lease renewals, regulatory matters, business development opportunities, and community relations and events;
7. Collaboration with developers and subtenants to facilitate multi-tenant development and leasing arrangements;
8. Ensuring compliance with all internal policies and legal regulations of the organization’s daily activities, including fostering development of short and long-term plans, policies and guidelines in this area.

### **Liaise with the Management Committee and its subcommittees:**

1. Participating and contributing to external working groups and subcommittees;
2. Providing regular updates to the Management Committee on the Cleantech Commons work plan, local events and upcoming deadlines, as well as bring forward issues, recommendations and matters of importance to the Cleantech Commons tenants to the Management Committee’s attention for its input and/or approval;
3. Scheduling regular Management Committee meetings, collaborating and drafting the agenda with the Chair and preparing special reports as required by the Management Committee;
4. Coordinating logistics of the Management Committee meetings, preparing minutes for distribution and following up on Management Committee decisions and key issues as appropriate;
5. Providing support and input to Management Committee subcommittees (or ad-hoc committees) established to deal with specific Cleantech Common issues.

## Education

Graduate degree in business administration, marketing, economic development, sciences or related field required

## Experience Required

1. Ten years of related work experience in negotiating partner/developer agreements, including executing research facilities projects
2. Familiarity with clean technologies and/or business innovation parks
3. Previous Executive Director/management experience
4. Significant experience in developing successful business strategies and plans
5. Strong working knowledge of corporate finance and metrics of performance
6. In-depth knowledge of corporate management, governance principles, and managerial best practices
7. Aptitude for analytical thinking, capable of creative solutions to solve problems thoroughly and rapidly
8. Impeccable organizational skills and leadership abilities
9. Exceptional oral and written communication abilities and public speaking skills
10. Marketing and event management experience and competency in web-based communications strategies.
11. Proven relationship-building skills.
12. Knowledge and understanding of site planning, infrastructure systems, utilities, codes and laws relative to planning, design and construction would be an asset