



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

## Special Programs Manager, Global Tech Hubs

<b>Job ID</b>	<b>382870-1-3762</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=382870-1-3762">https://careers.indigenous.link/viewjob?jobname=382870-1-3762</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2024-07-22	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

#### About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

DMZ is a world-leading startup incubator based at Toronto Metropolitan University that equips the next generation of tech entrepreneurs with the tools needed to build, launch and scale highly impactful startups. By providing connections to customers, coaching, capital and a community, DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey - whatever that might be. Through its award-winning programming, DMZ has helped more than 800+ startups raise \$2.69 billion in capital and create 5,000+ jobs. Headquartered in Toronto, Canada, with globally-accessible programming, DMZ has a widely-recognized international presence with offices in Vietnam, India and the U.S., and partnerships across North America, Latin America, Africa and Asia.

#### The Opportunity

The Special Programs Manager will manage and oversee the associated industry projects for DMZ global tech hubs and special projects related to the priorities of the DMZ and TMU, from development to implementation stages. The successful candidate will plan, execute and implement all aspects of a project within agreed budget, specifications and timelines and manage client-team relationships, and will develop new project proposals as required. Responsibilities will also include but are not limited to:

- Manage, monitor and operate DMZ's Global Tech Hubs programs, and special projects from planning to implementation/delivery, including defining and developing program scope and objectives, timetables, deliverables and ensure necessary resources for the program.
- Oversee and supervise Programs Specialist and other project staff and their activities, including, hiring, training determining priorities and deliverables are completed on time, within budget and within quality standards.
- Prepare and ensure required documentation is maintained on the university system for post-project reviews, research on best practices and identifies opportunities for learning and continuous improvement.

- Coordinate internal university-wide and external communications to support program results and promotion of successful programs.
- Participate in short and long-range strategic planning and gathers relevant information, for example, industry trends, issues, developments, competitive programs, potential partners and collaborators.
- Develop networks with current and potential industry partners and other target audiences to explore program opportunities and leads.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of a post-secondary degree preferably in business administration, or related discipline.
- A minimum of five (5) years in a project leadership role, preferably in business development or managing complex projects, including direct management of funder/client relationships are required.
- Experience with the Ontario, Canadian, and global innovation and entrepreneurial ecosystems including, incubators, accelerators, public and private funders, and support organizations.
- Strong knowledge of best practices for training, support and development of entrepreneurs, start-ups and research commercialization.
- Demonstrated experience with project management practices and techniques (defining scope, timelines, deliverables, facilitating resources, reporting, anticipating issues and risks), including experience in implementing industry business systems to ensure project deliverables are achieved on time, within budget and to specifications.
- Strong team management to facilitate client-team meetings, to oversee and supervise project staff and their activities, including hiring, training, determining priorities and deliverables, set performance standards and identify training needs.
- Strong analytical skills to identify issues, trends, opportunities and financial analysis skills to support project updates.
- Solid oral and written communication skills for report/proposal writing, ensure sufficient documentation, prepare financial reports.
- Strong interpersonal relationship skills to work collaboratively with internal and external stakeholders, identify trends, issues, developments, partners and collaborators.
- Flexibility to work evenings and weekends to participate in events that support participating companies.

Additional Information (MAC)

Position Number(s) 20005152  
 Reports To Senior Director, Programs and Global Operations  
 Department DMZ  
 Vacancy Type TERM  
 Employee Group MAC  
 Work Location Hybrid  
 Start Date ASAP  
 End Date 1 year from start date  
 Hours of Work 36.25  
 Grade C51  
 Salary Scale \$76,622 - \$122,396  
 Hiring Salary Range -  
 TA Specialist -  
 Posting Date July 19, 2024  
 Application Close Date August 2, 2024

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in

relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Special Programs Manager, Global Tech Hubs](#)