



RADIUS

A Social
Innovation Hub

RADIUS SFU
SFU Beedie School of Business
200 - 308 West Hastings
Vancouver, BC V6B 0P7
www.radiussfu.com

Incubation Programs Manager Role

This is a full-time (4-5 days or 32-40 hours per week) contract role, starting ASAP and lasting for 10-12 months to start. Remuneration will be dependant on skills and experience, as well as on quantity of work requested. Range: \$60,000-\$80,000 annually. To apply, please send your application to hr@radiussfu.com by midnight, March 3, 2019.

About RADIUS

RADIUS envisions a transformed economy that is dynamic, just, sustainable, and resilient. To get there we collaboratively build the capacity, networks and solutions needed to respond to complex social and economic challenges. As part of this mission, RADIUS delivers cohort-based programs to entrepreneurs and innovators at various phases of exploration, launch, and growth.

About the Incubation Programs Manager position:

Reporting to the Associate Director, Education and Training and working closely with the rest of the RADIUS team, the Incubation Programs Manager will be accountable for the successful delivery of entrepreneurial education programs, from design through recruitment and delivery. This work is core to RADIUS' work of "venturing in service of systems change" and the Incubation Programs Manager will directly lead delivery of 2-3 signature programs annually, while training and managing additional program delivery staff and contractors as required for additional programs and custom engagements. Furthermore, they will oversee the development of all entrepreneurial education curriculum and mentorship networks across programs, and ensure a strong presence for RADIUS in the broader social venture ecosystem.

DUTIES AND RESPONSIBILITIES

- Accountable for design and delivery of ideation, business model validation, and accelerator programs to cohorts across RADIUS' problem-focused Labs. This includes directly delivering 2-3 flagship programs, and oversight and coordination of remaining programs each year. Program delivery includes:
 - Content development and planning
 - Direct content delivery
 - Coordination and cultivation of guest speakers and co-facilitators
 - Coordination and production of program-related public events
 - With Lab Managers, coordination of mentors, advisors, entrepreneurs-in-residence and other program supporters
 - Other tasks as required to ensure effective program delivery (day-to-day program logistics, cohort communication, etc.)
- Responsibility for planning and success of promotion, recruitment, participant selection and intake processes across entrepreneurial education programs, with support from the RADIUS communications team.
- With Associate Director, Education and Training, management and coordination of other program support staff, instructors/facilitators as necessary to ensure successful delivery of entrepreneurial education programs. This would include leading recruitment and onboarding of new entrepreneurial education program instructors/facilitators, as well as the continual learning, sharing, and professional development across the team of entrepreneurial education program instructors/facilitators.
- With the RADIUS Leadership team, RADIUS Lab Managers (where applicable), and any external consultants, contribute meaningfully to embedding diversity, equity and inclusion priorities into RADIUS program offerings.
- With Associate Director, Education and Training, support integration with other Education and Training programming including fee for service and curricular programming at SFU where similar curriculum design and delivery exists.



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- Leading RADIUS participation in the local and national social venture ecosystems. This would include activities such as attending events, building relationships with key stakeholders, speaking on behalf of RADIUS at relevant opportunities, and relaying key trends and opportunities back to the RADIUS team.
- With RADIUS Leadership team, support development and management of the RADIUS Slingshot investment fund, including liaising with key partners, supporting fundraising efforts, and participating in investment committee as appropriate.
- Leading strategic thinking about how, if, and when RADIUS should grow its portfolio of venture incubation activities to complement existing ecosystem activities.

DESIRED SKILLS AND QUALIFICATIONS

- A degree in related field (ie. Education, Business, or commensurate) and 3 years of related experience that may include: teaching and curriculum development; venture incubator/accelerator experience; professional experience in an entrepreneurial context; experience having launched their own innovative or entrepreneurial project or venture; or an equivalent combination of education and experience.
- Experience working in Indigenous business, newcomer and/or refugee entrepreneurship, or otherwise with equity-seeking groups in entrepreneurship and innovation is considered an asset.

Required skills:

- Knowledge of core frameworks in entrepreneurial development, such as human centred design, sprint planning, lean start-up, business model development, startup financing and more;
- Teaching/facilitation experience, and proven ability to engage cohorts for individual and collective development;
- Program development and/or management experience;
- Ability to work with individuals across cultures, education levels and sectors;
- Familiarity with and/or strong interest in learning about anti-oppression frameworks to support diversity, equity and inclusion in RADIUS programming;
- Strong written and verbal communication skills;
- Strong computer/tech skills, with the ability to quickly adopt to new platforms (eg. Asana, Slack, etc.);
- Excellent organizational skills and detail-oriented;
- Consultative and team oriented; and
- Bias to action, entrepreneurial mindset and comfortable in a fast moving environment.

Additional skills or experience considered an asset:

- Familiarity with the regional and/or national social venture community;
- Familiarity with social innovation principles and practice; and
- Presentation or public speaking skills.

To apply, please send us your Resume/CV and Cover Letter in one PDF. Please label the file with your first and last name. Please send your application to hr@radiussfu.com by midnight, March 3, 2019.

We thank everyone for their interest and acknowledge the time it takes to complete applications. Due to our own time limitations, we will only be reaching out to those we'd like to invite to an interview.