

## The Organization

North Forge Technology Exchange is a non-profit incubator accelerator that works with startups across Canada in technology, STEM and advanced manufacturing from the ideation stages all the way through to Series A. Established in 2016, North Forge has been fueling Canada's innovation economy by providing founders with experienced mentors, entrepreneurs-in-residence, award winning growth coaches and a unique, online four-stage Founders Program. Since 2020, the organization has worked with over 331 startups which have created over 1,900 jobs. North Forge runs one of North America's largest non-profit fabrication lab (FabLab™), supporting rapid prototyping to commercialization of products.

## The Opportunity

Reporting to the President and CEO, the Director, Programs will play a pivotal role in the successful execution of North Forge's mandate, its programs, and initiatives. As a senior member of a dynamic, creative, and collaborative team, the incumbent will be responsible for the enhancement and implementation of the full range of North Forge's existing programs: ElevateIP, Founders Program, WiLab, and AMLab, as well as lead the creation of new programs to support global entrepreneurship and more.

Central to the role is the ability to build meaningful relationships with the business community, founders, venture capital and angel investor networks, funders, and mentors.

## Key Responsibilities

- Recruit ambitious founders, conducting intake meetings, and provide pitch training as needed.
- Work directly with entrepreneurs as they prepare to enter the incubator programs, ensuring a successful onboarding experience.
- Build and execute new programming initiatives as well as expanding on current programming.
- Oversee and expand the North Forge Angel Network.
- Manage the program budget, including allocating resources effectively, monitoring expenses, and ensuring programs operate within budgetary constraints.
- Identify and cultivate partnerships with potential investors.
- Build and lead a small high-performing team, providing guidance, coaching, and support (including contracting Entrepreneurs-in-Residence).
- Ensure the quality and effectiveness of programs through ongoing monitoring, analysis, and feedback.

## Selection Criteria

- Experience working within entrepreneurial settings.
- Adept at crafting and executing innovative programs within startup ecosystems to foster growth, collaboration, and success.
- Financial acumen and business savvy combined with an entrepreneurial mindset.
- Strategic thinker with the ability to synthesize complexity and ideate innovative solutions.
- Strong leadership skills including an ability to inspire others and manage conflicts.
- Proven ability to foster a collaborative and diverse work environment.
- Stature and presence to represent the organization locally, nationally, and internationally.
- Exceptional interpersonal skills with an established network within the business and investing community.
- Excellent verbal and written communications skills and an effective presenter.

To apply send a resume and cover letter to [barbara@harrisleadership.com](mailto:barbara@harrisleadership.com) quoting project #24110.