

Program Manager for IP Strategy Education

This opportunity requires full time attention as a member of a virtual team, working from home, with the ability to travel to meetings in-person across Canada.

As a member of our IP Strategy Education team, IAC's Program Manager oversees the development and delivery of our IP strategy learning programs. These programs take the form of learning modules, blogs, in-person sessions and webinars aimed at increasing IP strategy knowledge among small to medium-sized enterprises (SMEs) in the data-driven clean tech sector in Canada.

The Program Manager engages with our partners to understand their learning needs and facilitates conversations about the prioritization and development of future content. This role requires a strong communicator, who can manage multiple projects and coordinate across individuals with varied expertise and backgrounds.

The key responsibilities areas are:

Needs Assessment: Identify the IP learning needs of SMEs from ongoing collaboration with partners, members and IP specialists

Content Roadmap: Lead the planning, execution, and delivery of IAC's education projects, ensuring time, scope, and budget are clearly identified and met.

Facilitation of Learning: Understand and establish the learning objectives of IAC's in-person events and focus the team on the delivery to align with audience needs. Continuously look for improvements in either content or the delivery to further enhance the impact of our offerings.

Delivery Coordination: Coordinate internal and external resources to ensure delivery expectations are met while managing workloads. Coordination requires cowriters, editors, instructional designers, subject matter experts, and stakeholders.

Quality Assurance: Implement quality control measures to ensure all learning content meets quality standards and aligns with partner and member's needs

Stakeholder Communication: Serve as the primary point of contact for all project-related communications, keeping stakeholders informed of progress, challenges, and expectations regarding delivery

Risk Management: Identify potential project risks and develop mitigation strategies to ensure successful project delivery

Process Improvement: Continuously evaluate and improve communications and delivery processes and content to meet expectations of members and partners

Special Projects: Involvement in new initiatives as they arise

Qualifications:

- A bachelor's degree in a relevant field or an equivalent combination of education and experience
- Experience in adult education, online learning, instructional design including synchronous and asynchronous learning
- 5+ years of experience in project or program management, preferably within an educational or content development environment
- Excellent leadership, with the ability to lead cross-functional teams
- Exceptional organizational skills with a keen attention to detail
- Strong communication skills, both written and verbal
- Understanding of learning management systems (LMS), project management software (Asana) and MS365 suite of tools

About IAC

The Innovation Asset Collective (IAC) is a not-for-profit, membership-based organization funded by the Government of Canada. IAC empowers SMEs to grow systematically with resources that increase their freedom to operate (FTO) and create capacity to implement IP strategies. This allows Canadian business to scale and gain commercial success in global markets.

Established in 2019, IAC focuses on empowering members to align their IP strategy to commercial goals. Members can access a comprehensive suite of resources including a growing patent portfolio, IP insurance, education, toolkits, and funding.

With over 200 members, IAC is dedicated to enhancing Canadian SMEs' global market access by mitigating IP-related risks and fostering strategic IP ownership positions, with the support of a team of world-renowned IP experts.

Apply by sending your CV to: hr@ipcollective.ca