



Western
Sarnia-Lambton
Research Park

Executive Director

Western Sarnia-Lambton Research Park

Job Number: J1017-0325

Position Status: Full Time

Facility: Western Sarnia-Lambton Research Park

City: Sarnia, Ontario, Canada

Hours of Work: Monday to Friday

Wage Rate: Under Review

Date Posted: October 18, 2017

Closing Date: November 12, 2017

Target Start Date: December 11, 2017

The Western Sarnia-Lambton Research Park is currently recruiting for the position of Executive Director. This exciting full-time position will be located in the city of Sarnia and work to maximize the economic and social contribution of the Research Park to the Sarnia-Lambton region.

This position reports to the County of Lambton Community Development Corporation Board of Directors.

Duties and Responsibilities

- Manage and direct Park operations consistent with the goals and objectives of the Park's business plan. Responsible for the Park's staff, financial and operating performance.
- Develop an environment that fosters technology related business incubation and start-up companies in close partnership with the research programs of Western and the region's universities and colleges.
- Plan and coordinate all real estate development related to the Park.
- Identify existing and emerging knowledge-based sectors within the community. Seek out and qualify prospective tenants outside of the Park, assess space requirements of existing tenants, solicit offers to lease and negotiate renewals.
- Serve as the Park's principal ambassador to potential clients, local, national and international visitors.
- Receive and respond to all inquiries about leasing space in the Park.
- Negotiate and present to the Board for approval offers to lease and/or development in the Park.
- Ensure that the Park has sufficient and appropriate capital to support the engineering, construction and maintenance of all Park related infrastructure.

- Coordinate development and funding of infrastructure and programs through all relevant government levels.
- Promote the Park through realtors, tenants, economic development agencies, etc. as appropriate.
- Promote activities within the Park and secure appropriate amenities for all Park occupants.
- Promote the Park, the tenants, the partners and the region in appropriate venues.
- Establish and maintain policies for tenants and employees.
- Monitor current and future tenant needs.
- Report to the Board and community on ongoing Park performance.

Qualifications

Minimum requirements for this position include:

- A Master's of Business Administration degree or equivalent with at least 10 years senior management experience in operations, real estate, financial management and planning.
- At least 5 years of professional work experience negotiating partner/developer agreements, executing research projects or projects similar in scope and complexity.
- An understanding of concepts and strategies, knowledge of site planning and infrastructure systems, knowledge of codes and status relative to planning, design and construction and excellent verbal and communication skills.
- Excellent written and oral communication skills, computer skills (standard office applications), and interpersonal skills.

Knowledge, Skills, and Abilities

- Demonstrated ability to develop and maintain effective working relationships with staff, business, associations, community representatives, universities and colleges, scientists and provincial and federal agencies.
- Expertise in managing and directing employees, consultants, contractors, etc.
- Proven ability to make timely decisions and work effectively under pressure
- Excellent understanding of legal and contractual issues and documents.
- Understanding of the commercial real estate market with emphasis on laboratory and Class "A" office space.
- Superior oral and written communications skills.
- Ability to work in a dynamic environment with minimal supervision.
- A team leader with strong interpersonal and organizational skills, who can work

independently as required.

- Strong marketing and negotiation skills.
- Proficient in a Windows environment including Word, Excel, PowerPoint and property management systems.

How to Apply

The County of Lambton Community Development Corporation offers a very competitive compensation package based on qualifications.

Qualified candidates are encouraged to explore this exciting and challenging opportunity at the Park by applying online. The Western Sarnia-Lambton Research Park has partnered with the County of Lambton to advertise this job opportunity. Applications are only being accepted online via the County of Lambton's Job Board.

Please visit www.lambtononline.ca/jobs and select **Job# J1017-0325**. Select the "Apply for this job" button at the bottom of the posting to begin the application process. The deadline to apply is **midnight Sunday, November 12, 2017**.

We wish to thank all applicants for their interest. Only those selected for an interview will be contacted.