

<u>Position Title:</u>	Business Development Manager / Clinic Coordinator
<u>Program:</u>	IP Innovation Clinic
<u>Contract Term:</u>	1-Year with possibility of extension
<u>Annual Salary:</u>	\$70,000 per year plus benefits
<u>Hours of Work:</u>	Full-time; 35 hours per week (hours of work: Monday to Friday 8:30 AM to 4:30 PM or 9:00 AM to 5:00 PM)

ABOUT IP INNOVATION CLINIC:

The IP Innovation Clinic is Canada's largest pro bono intellectual property (IP) clinic and the first of its kind in Canada. Founded in 2010 by [Professor Pina D'Agostino](#) (Osgoode Hall Law School, York University), the IP Innovation Clinic is an innovation-to-society legal clinic that provides IP due diligence and assistance to members of the York University community and beyond. IP Innovation Clinic services include patent searches, licensing and drafting assistance, and strategic IP information tailored to the needs of the client.

The IP Innovation Clinic is a key part of the IP and Commercialization Pathway at [York University](#), assisting faculty, researchers, and the university community identify, protect, and commercialize their IP. To date the IP Innovation Clinic has assisted over 500 clients across Ontario and Canada, providing approximately \$2.4M+ in pro bono IP assistance. Law students from [Osgoode Hall Law School](#) work with supervising lawyers at leading IP firms to provide pro bono and tailored IP information and assistance.

The IP Innovation Clinic operates in collaboration with [Innovation York](#) and the [Office of the Vice-President Research & Innovation \(VPRI\)](#) at York University as well as with [Norton Rose Fulbright Canada LLP](#), [Smart & Biggar LLP](#), and [Own Innovation](#). The IP Innovation Clinic is supported by funding from [Intellectual Property Ontario \(IPON\)](#), an agency of the Government of Ontario. The IP Innovation Clinic and the Office of the VPRI, via Innovation York, collaborate to offer an integrated IP and Commercialization Pathway across York University. The IP Innovation Clinic was established in partnership with the [Ontario Centres of Excellence \(now Ontario Centre of Innovation\)](#) and an international law firm.

More information could be found at www.ipinnovationclinic.ca.

JOB PURPOSE and MAJOR DUTIES:

Reporting to the Founder & Director of the IP Innovation Clinic, Prof. Pina D'Agositno, and under the day-to-day management of its Associate Director, Dr. Joseph Turcotte, the Business Development Manager/Clinic Coordinator will be a key member of the IP Innovation Clinic, helping to refine and scale its services and reach while completing projects and tasks as needed and assigned by the Director and/or Associate Director. The Business Development Manager/Clinic Coordinator will also work closely with colleagues in Innovation York, the innovation unit within the Division of the Vice-President, Research & Innovation (VPRI). This position is responsible for supporting the daily operations of the IP Innovation Clinic and assisting with advancing intellectual property (IP) commercialization at York University.

The Business Development Manager/Clinic Coordinator will develop ongoing relationships with IP Innovation Clinic Fellows and clients, including through the training and supervision of Osgoode Hall Law School students and oversight of client files. Working with the Associate Director, this position is also responsible for updating and maintaining IP Innovation Clinic records and data, mining for IP, evaluating the patentability and commercial viability of the IP, creating commercialization/business plans, assisting with commercialization funding opportunities, finding strategic industry partners, and supporting commercialization plan implementation through licensing, startup company creation or alternative commercialization models. In addition, the Business Development Manager/Clinic Coordinator will also foster IP awareness and networking by coordinating and supporting IP Innovation Clinic marketing, written and audio-visual materials, and events.

QUALIFICATIONS:

Education:

- University degree required. Candidates with a LL.B. or J.D. or M.B.A. or graduate degree (or equivalent) are strongly preferred.

Experience:

- Minimum 2 year's related experience, preferably with assisting researchers, startups or entrepreneurs in technology commercialization or university-industry collaboration. Experience with event planning and data collection and analysis is an asset.

Skills:

Excellent knowledge of: Law firm/legal clinic, university, college, or hospital research and commercialization processes and practices, including:

- Ability to work independently as well as in a team environment in a high-volume department
- Ability to complete multiple tasks and projects with competing timelines and/or responsibilities
- Knowledge of the issues related to and the process of developing and commercializing technologies and IP
- Technology commercialization strategies and practices
- Entrepreneurship and academic-industry partnerships
- Conducting research, research support, preparation of reports, and report writing
- Knowledge of funding programs for commercialization
- Knowledgeable of intellectual property (patent, copyright, trademark, etc.), legislation, changes, precedents, issues and emerging trends through current literature, networking opportunities, and regular liaison with technology transfer colleagues
- Ability to maintain confidentiality
- Effective supervisory skills; interpersonal skills and public relations skills
- Effective ability to network and create a presence for the IP Innovation Clinic and York University
- Experience creating marketing and other materials
- Effective event and project planning, management, and execution
- Effective oral and written communication skills, including impeccable attention to detail
- Demonstrated ability to create business plans in order to create a revenue generating unit
- Effective writing skills

- Effective attention to detail for writing and understanding appropriate interpretation of contracts and agreements
- Ability to meet deadlines
- Analytical abilities
- Tact, sensitivity, and diplomacy to deal with sensitive situations
- Effective oral communication skills to communicate clearly to internal and external stakeholders
- Proficiency in French is considered an asset

Application Instructions:

Please submit a cover letter and resume to Nicoleta Negoita, People Partner, at nicol23@yorku.ca. This position is open until filled.

This position is open until filled

We thank all interested applicants, however only those selected for an interview will be contacted.

All applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation are welcomed to apply. IP Innovation Clinic is committed to a positive, supportive and inclusive environment.

We offer accommodation for applicants with disabilities in the recruitment processes. If you are contacted regarding a job opportunity or testing, please advise if you require accommodation.