Job Title: Project Manager

Department: Health Stream & Programs

Reports to: Sr Director Commercialization, Programs and Head of Health

Employment Status: Full-time

Hours: 37.5 hours/week

Location: Toronto, ON (hybrid, 2 days/week in office minimum)

Term: Permanent

Starting Salary Range: $75,000 - $90,000

Position Summary:

Ontario Genomics leads the application of genomics and engineering biology-based solutions across key sectors of Ontario's economy to drive economic growth, improved quality of life and global leadership. Our sectors include but are not limited to health, agriculture, agri-food, natural resources, environment or bioproducts and advanced manufacturing.

As Project Manager, you will support program operations across Ontario Genomics, reporting to the Sr. Director Commercialization, Programs and Head of Health. This role is critical to supporting all aspects of our programs, from initial company screening and selection to company funding and project reporting. You will be a trusted liaison within Ontario Genomics, working alongside the team to continue advancing Monday.com as a CRM. In addition, you will work with grant management platforms such as Proposal Central, SmartSimple and support the migration from Salesforce into Monday.com, leveraging AI in all aspects of our program operations. You will also join the AI/Operations Committee, bringing real use cases for AI implementation to the organization, and will have the opportunity to participate in program mentorship.

You will be the external point of contact for program support and will be responsible for managing emails coming into a shared inbox, and answering requests in a timely manner, ensuring program databases are up to date and working with the team, streamlining operational processes.

Key Responsibilities:

Program Harmonization

- Work alongside the Programs team to drive efficiencies in all Ontario Genomics funding processes, AI utilization, including intake, funding applications, project reporting and mentorship
- Continue to advance Monday.com as a workstream tracker and CRM, working cross-functionally to drive organizational adoption
- Play a significant role in the migration from Salesforce into Monday.com, from operational strategy to execution
- Ensure data entry, KPI development and tracking of interest holders are completed and maintained in a timely and precise manner
- Support the creation of presentations and pitch decks that encompass success stories, metrics and story telling across programs.

Funding Competitions and Projects

- Take an active role in funding competitions, participating in intake calls with the support of the team to identify top candidates to apply for funding, ensure data entry from funding competitions is completed in appropriate databases
- Work alongside the the Programs team and finance department to manage and organize all aspects of company pitch days and support working with Expert Panel members to ensure top projects are funded
- Ensure all data is entered and tracked in the appropriate programs
- Responsible for organizing post award committee meetings, coordinating project progress documentation and financial reports.

Mentorship and Ecosystem Building

- In partnership with the Programs team, support event planning and coordination of virtual and hybrid company mentorship events
- Ensure all mentorship events are tracked and KPIs are updated and maintained

- Embrace and build principles of Inclusivity, Diversity, Equity and Accessibility (IDEA) into access to program resources and mentorship
- In partnership with the team, lead and execute 2 OG Ecosystem Events a year

Health Strategy Initiatives

- Work in partnership with the Sr Director on ad hoc health initiatives, including drafting funding proposals where appropriate, joining calls with key Health interest holders and attending ecosystem events, time permitting

Qualifications:

- MSc in a life sciences field or equivalent combination of education (not required but considered an asset). 4+ years of relevant work experience Quick thinking and ability to see divides across processes and structure them in a way that speeds workflows
- Advanced knowledge in use of AI to drive operational efficiencies, and willingness to adopt new AI tools in day-to-day work
- Demonstrated organizational and project management skills, preferably in a science or technology environment; demonstrated experience with milestone-driven projects and an ability to identify and assess objective, quantifiable measures of success
- Ability to multi-task and respond to changing priorities in a fast-paced environment
- Solid understanding of budget development and financial assessment
- High tolerance for ambiguous environments and is able to drive progress in complex environments consisting of multiple stakeholders who often have differing goals
- Exceptional verbal and written English communication skills, including effective engagement with diverse stakeholders
- Initiative to identify and offer solutions to issues and opportunities, with the agility to adapt to change and work effectively with individuals and groups of diverse backgrounds and experiences

- Outstanding interpersonal skills and emotional intelligence, with the ability to build a strong network of trusted colleagues and partners and to persuade others to collaborate or provide funds for beneficial purposes
- Creative, and enjoys working in a small, entrepreneurial, results-driven environment
- Motivated by continuous learning and the desire to make a real contribution to the genomics research and innovation ecosystem
- **Assets:** business experience, experience developing and managing relationships and collaborations

Position Details:

- Number of vacancies: 1
- Term: Permanent

How to Apply:

Please submit a cover letter and resume via email to careers@ontariogenomics.ca with the subject line "Project Manager". Please feel free to include a portfolio if you would like. Due to volume, applications via LinkedIn will not be considered. Applications will be reviewed on a rolling basis until the position is filled. Deadline to apply is **December 2, 2026.**

At Ontario Genomics, we embrace inclusion, diversity, equity and accessibility (IDEA) principles and strive to incorporate these into our hiring practices. We are working to address research that shows women and other equity-deserving groups often only apply when they feel 100% qualified. If you don't see yourself fully reflected in every job requirement listed in the posting above, we still encourage you to reach out and apply. We are committed to creating a more just, inclusive, diverse, equitable and accessible organization. We welcome applicants from all genders, ages, races, ethnicities, cultures, abilities, sexual orientations and life experiences to apply. While everyone is considered, only the most qualified candidates will be contacted. Upon being contacted, accommodation requests can be made for any stage of the recruitment process.