

Position Overview

The Chief Innovation Officer (CIO) is a member of the executive leadership team and is in charge of creating, maintaining and executing the organizational Innovation Strategy. The CIO will work with both internal and external audiences to promote and support initiatives and best practices in innovation. They will be responsible for leading the Innovation Team, managing the innovation budget and providing guidance on how to encourage and sustain innovation within the organization.

Role and Responsibilities

Primary Duties and Responsibilities

Develop and maintain an Innovation Strategy by working directly with leadership and both internal and external stakeholders.

Serve and lead an Innovation Team comprised of both internal and external stakeholders. Make sure that the team is fulfilling its roles and responsibilities, and provide regular updates to leadership.

Prepare an annual innovation budget and identify creative ways to fund and deliver innovative projects.

Build strong relationships with internal and external stakeholders and utilize those networks to identify and support innovative ideas.

Oversee Innovation Programs and make sure that they have the support, resources and buy-in in place necessary to be successful.

Provide training and educational resources both internally and externally so that everyone understands how to participate in Innovation Programs.

Assist in the identification of resources necessary to support innovation both internally and externally

Plan and execute innovation programs that approach organizational challenges with innovative solutions.

Facilitate brainstorming sessions and assist teams with the creative process to discover new solutions and new approaches to old problems.

Recognize promising ideas and finds ways to introduce them into the organizations future plans and discards ideas that are ineffective, costly, or beyond the scope of the organization.

Analyze existing processes and identify areas that could be improved through innovation.

Encourage creative thinking in employees and find ways to nurture innovative thinking across all areas of the organization.

Monitor innovation programs and track and analyze the success of new solutions implemented as the result of an Innovation Program.

Evaluate and measure the current state of innovation inside the organization and adjust the Innovation Strategy accordingly.

Make sure the Innovation Strategy and innovative projects stay in line with the overall organizational strategy, mission and values.

Required Knowledge, Skills and Abilities

Must possess the required knowledge, skills, abilities and experience, and be able to explain and perform the essential functions of the job.

Strong knowledge and understanding of a variety of business practices, and familiarity within the organizations industry.

Strong Knowledge of supervisory, managerial and leadership techniques and principles.

Strong Knowledge of fiscal planning, performance management and budget administration.

Strong Knowledge of best practices and resources in innovation, ideation and promoting creativity.

Strong Knowledge of best practices and resources for crowdsourcing and engagement strategies.

Highly skilled in the management of projects using traditional and agile project management best practices.

Highly skilled in prioritization while handling multiple tasks and projects with multiple deadlines.

Highly skilled in organizing and interpreting large amounts of data.

Highly skilled at identifying alternative funding opportunities for innovative projects.

Highly skilled in facilitating organizational change management.

Highly skilled at identifying opportunities and implementing solutions for business process improvement.

Highly skilled at utilizing technology to increase efficiency and effectiveness.

Highly skilled at identifying opportunities for cross-departmental collaboration on innovative projects.

Ability to work independently and as a part of various creative, research and development, and product development teams.

Ability to maintain effective communication and working relationships with executives, employees and customers.

Ability to communicate and sell ideas through verbal and written communication to various audiences and stakeholders.

Ability to inspire creative thought and promote problem-solving both internally and externally.

Ability to develop strategic direction and program priorities collaboratively with multiple stakeholders.

Experience and Education Requirements

Bachelor's degree in management, marketing, leadership or similar field required.

A minimum of five (5) years' experience working in a management level position.

A minimum of three (3) years' experience maintaining an Innovation Strategy or overseeing an Innovation Program. Work in change management or other leadership where innovative practices were implemented may also be considered.

Must be well-versed in budgeting, personnel management and project management, and have a solid understanding of how technology can impact our organization.