



## Project Manager & Innovation Consultant, CIC Institute

### Job Information

**Hiring Company**

[CIC Japan G.K.](#)

**Job ID**

1490842

**Industry**

Think Tank, Research Institute

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

April 7th, 2025 03:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

We are seeking a dynamic and experienced Project Manager to join our consulting firm, which specializes in providing innovation services to technology companies and government agencies. The successful candidate will be responsible for leading and managing projects that drive innovation, from strategy development to execution. This role requires a strong understanding of technology trends, project management methodologies, and the ability to work with diverse stakeholders.

#### ABOUT CIC

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999 in Cambridge, Massachusetts, CIC manages more than 111,000 square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting.

#### ABOUT CIC INSTITUTE

CIC Tokyo, opened in October 2020, is our first Asian site, uniquely positioned in the Minato-ku business district as a leading innovation hub in Japan. Spanning 6,000 square meters in the Toranomon Hills Business Tower, it offers expansive workspace for over 250 companies focused on growth and global expansion. Esteemed for its impact on startups and

innovation, CIC Tokyo frequently hosts VIPs like Prime Minister Kishida and Governor Koike, and is acclaimed as a prestigious center for new businesses and startups in Japan.

CIC Institute is a division of CIC that carries out startup and innovation related projects to support startups and develop innovation ecosystems, using both knowledge and the global network of CIC. The Institute currently does its work taking on events, community building, and consulting projects that support innovation, collaboration, and a stronger innovation ecosystem in key industries and geographies.

## **YOUR DAY-TO-DAY WORK**

The Project Manager at CIC Institute will focus on strategically expanding CIC Platform influence and business operations in Japan. As a Project Manager, you will work with all stakeholders involved and will need to coordinate and liaise with all internal and external stakeholders based throughout the CIC network. This includes, but not limited to, expanding our projects to private sectors, creating new innovation clusters for industries across CIC network, expanding CIC Institute's market access services to new industries and the East Asian market, creating new innovation products and services that can scale throughout CIC network.

Potential responsibilities will include:

**Project Planning & Management:**

- Develop and manage project plans, timelines, and budgets to ensure successful project delivery.
- Define project scope, goals, and deliverables in collaboration with senior management and stakeholders.
- Monitor project progress, identify potential risks, and implement mitigation strategies to ensure projects stay on track.

**Client Acquisition & Relationship Management:**

- Draft plans for new projects and propose them to potential clients.
- Act as the primary point of contact for clients, ensuring clear communication and understanding of project objectives.
- Build and maintain strong relationships with key stakeholders in technology companies and government agencies.
- Facilitate regular meetings with clients to review project status, address concerns, and adjust plans as necessary.

**Team Leadership & Collaboration:**

- Lead project teams, including internal consultants and external partners, to achieve project objectives.
- Foster a collaborative work environment that encourages creativity, innovation, and knowledge sharing.
- Provide mentorship and guidance to junior team members, helping them develop their skills and advance their careers.
- Working directly with CIC's leaders including directors, executives, and other key staff to deliver consulting and innovation services and research efforts, create new products and services and pilot them with the support of the Institute's implementation team.

**Quality Assurance & Reporting:**

- Ensure that all project deliverables meet quality standards and client expectations.
- Prepare and present regular project status reports to clients and senior management.
- Conduct post-project evaluations to identify lessons learned and areas for improvement.

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## **Required Skills**

### **ABOUT YOU**

You are a professional with a complementary set of skills and style to represent CIC to prospective partnerships and support current clients at the highest levels of service. You are an articulate and ethical individual who has strong written and verbal communication, organizational skills, and time management skills.

As an ideal candidate you are highly detail-oriented and organized, with strong communication skills and the ability to effectively manage time and projects. You're personable, adaptable to fast-paced environments, and comfortable treating everyone equally, with a creative flair for innovating in marketing and community building. Most importantly, you enjoy researching up-to-date industry updates, cutting-edge technologies and the startup ecosystem.

More specifically, we are looking for someone who possesses the following characteristics:

- A self-starter with a strong work ethic who is comfortable multitasking multiple tasks while remaining detail-focused.
- Strong communication skills, including the ability to build a persuasive presentation for potential customers.
- Professional partnership and stakeholder management, community development, and the ability to lead and organize impactful events, or involvement in the innovation ecosystem landscape.
- Acting as a Project Manager in consulting firms, with proven skills in drafting business plans and proposals for clients.
- Leading and managing multiple projects simultaneously.
- Ability to work independently for lengthy periods on projects.
- Strong understanding of innovation processes, technology trends, and government regulations.
- 5+ years of project management experience, preferably in a consulting environment or related industry.

### **YOU HAVE**

- Excellent project management skills, with extensive experience in overseeing the implementation of complex, cross-functional programs.
- Outstanding communication and interpersonal skills, capable of engaging effectively with diverse international audiences and cross-cultural backgrounds.
- Passion to support startups and foster innovation.
- Fluent in English and Japanese

Expectations include:

- Strategic thinker with a proactive approach to problem-solving.

- Exceptional leadership and team-building skills.
- Adaptability and resilience in a dynamic global business environment.

**OUR OFFER**

- Competitive salary, commensurate with experience.
- Permanent contract.
- Commuting / Transportation allowance.
- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

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Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

Measures against passive smoking: No smoking indoors allowed. Smoking is not permitted outside of designated areas.

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Company Description