

## **Business Development Officer Position**

This position reports to the Executive Director and is responsible for the development and execution of new business programs. This is a full time position working 32 hours/week Monday to Thursday.

### **Primary Duties:**

- Identify business development opportunities and work on ways to bring them to reality
- Identify and/or assist community agencies/stakeholders in building a strong and diversified economy
- Assist clients with market research, business plans, cash flows etc.
- Provide thorough analysis of client proposals
- Assist entrepreneurs to achieve business success
- Assist with the development of project and program proposals, statistical data or other reports as necessary
- Prepare and present information to groups

### **Secondary Duties:**

- Assist the Commercial Loans Officer with loan clients
- Identify and/or assist with special events, program promotions, advertising and communications related to our programs or services
- Attend meetings as needed or required

### **Other Related Duties:**

Assist other staff as required

### **Knowledge:**

- Local and global economic development conditions and strategies
- Government programs and regulations as they relate to economic and business development
- Possible financial sources including trusts, venture capital sources and community lenders
- Business plan contents, cash flows and requirements
- Standard loan procedures, Bankruptcy Act, Credit Report Act and PPSA

### **Abilities:**

- Listen and communicate thoroughly and clearly both orally and in writing
- Prepare and deliver presentations to small groups
- Complete documents and follow procedures
- Assess situations, conditions and documents
- Identify errors, omissions or anomalies
- Impart difficult and unexpected information
- Identify priorities and meet deadlines
- Set goals and achieve them

- Maintain a professional distance from client business activities and decisions
- Establish and maintain professional relationships with individuals and community agencies
- Work independently and in a team environment

**Personal Suitability:**

- Tactful and prudent
- Persuasive
- Flexible
- Reliable and prompt
- Use common sense and be realistic
- Creative and positive thinker
- Honest
- Self motivated
- Confident
- Some travel and evening work is required
- Valid Drivers License
- Criminal record check is required

**Education and Experience:**

Education equivalent to grade 12 with an undergraduate degree, post secondary training or experience in related fields

Minimum three years experience in providing services to clients in areas such as business development, strategy, marketing and financing

**Application:**

If you feel this position is the right opportunity for you, please submit cover letters and resume to [Jaclyn@cfac.ca](mailto:Jaclyn@cfac.ca)