

Position: Business Development Officer
Reports to: General Manager
Type: Permanent/Full-Time
Location: Kindersley, Saskatchewan

About Community Futures Meridian Region

Community Futures are non-profit organizations guided by a volunteer board of directors and staffed with business professionals, who together are actively engaged in helping to develop and implement community-based economic development strategies.

Community Futures Meridian Region provides loans, advice and support to entrepreneurs and businesses in rural Saskatchewan, representing the geographical areas West Central Saskatchewan and East Central Alberta.

Our team is growing and we have an exciting opportunity for a newly-created position, Business Development Officer.

What the Business Development Officer Does

The purpose of the Business Development Officer is to be an ambassador of Community Futures Meridian by providing entrepreneurial loans, business advice and support services to prospective and existing business clients.

The main responsibilities of the Business Development Officer include:

Marketing

- Assisting in the development of a marketing strategy and marketing tools and resources that support entrepreneurs (i.e. blogging; social media; etc.)
- Assisting in the marketing and promotion of CF Meridian programs and services

Business Development

- Building and maintaining relationships with key stakeholders in the region
- Regularly checking in with current clients in order to seek feedback and promote new programs
- Conducting analyses on the current business climate within the region

Training

- Preparing and developing tools, procedures and processes to ensure the efficient delivery of lending programs
- Recommending training programs to clients
- Assisting in developing new programs and services as they relate to business development and lending
- Delivering training programs to the Community Futures Meridian Region
- Providing client counselling, group and one-on-one training as required
- Hosting events and workshops and speaking at events as required

Communication

- Receiving inquiries from potential clients
- Interviewing potential clients
- Explaining the parameters of the lending programs
- Conducting presentations to the Board of Directors as required
- Provide business counselling and coaching
- Share programs and services with partnering agencies

Proposal Development

- Assisting clients in the development of their business plans
- Assist clients on completing cashflow projections for their business
- Conducting industry analyses for clients
- 1st Point of Contact for client applications/requirements/monitoring

Proposal Assessment

- Reviewing financial viability of proposals
- Conducting security and equity investment analyses
- Reviewing repayment ability
- Gaining insight on the client's management capabilities
- Assessing the social and community impact of proposals
- Ensuring all documentation and collateral security requirements are completed
- Preparing submissions and recommendations to various lending programs committees

Administration

- Maintaining an organized and up-to-date database of potential and current clients
- Ensuring Community Futures Meridian Region is compliant with all requirements regarding client information

What the Business Development Officer Needs

To qualify for this role, you will possess the following requirements:

- Bachelor of Commerce degree or a Business Administration Certificate with equivalent years of experience
- Experience in the financial industry in either a sales or commercial lending role
- Business experience in an ownership or management capacity
- Solid understanding of how to develop and analyze business plans
- Experience creating social media content and a thorough understanding of the effective social media platforms
- Ability to travel throughout rural Saskatchewan and Alberta

To be a fit with Community Futures Meridian Region's cultures, you will possess the following competencies:

Innovation: Demonstrates a continuous improvement mindset and thinks outside the box to make things as effective as possible.

Resourcefulness: Takes initiative and utilizes all resources possible in order to achieve a desired result.

Adaptability: Remains flexible and adapts to the ever-changing environment.

Integrity: Demonstrates high moral principles that guide expectations, actions, decisions and outcomes.

Respect: Treats people how they want to be treated and values diversity in all interactions with others.

Confidentiality: Maintains professionalism when dealing with sensitive client information.

Emotional intelligence: Is aware of, controls and expresses emotions to handle interpersonal relationships effectively.

Teamwork: Brings positivity to the team while eagerly lending a hand wherever needed.

Strategic-thinking: Links long-range visions, concepts and goals to daily work.

Decision-making: Makes decisions comfortably in order to move others forward.

Coaching: Ability to draw out solutions through asking the right questions.

Compassion: Demonstrates kindness, caring and an eagerness to help without preconceived notions.

Listening: Thoroughly pays attention to others in order to truly identify their needs.

How to Apply

To learn more about Community Futures Meridian Region, please visit www.meridianregion.ca.

If you would like to help in growing communities one idea at a time, please submit your cover letter and resume to Vickie Newmeyer, CEO, CF Meridian Region @ by September 15, 2019 to: ceo@meridianregion.ca.

We thank you for your interest in joining our team and will be contacting only those shortlisted for an interview.