



**NISHNAWBE ASKI
DEVELOPMENT FUND**

External Job Posting

Business Development Officer Thunder Bay

Nishnawbe Aski Development Fund (NADF) has an exciting opportunity in our Thunder Bay site for Business Development Officer. The Business Development Officer is responsible to promote entrepreneurship and guides entrepreneurs to investment readiness for business start-up, maintenance and/or expansion.

Duties and Responsibilities:

1. Deliver business support services and activities including, but not limited to:
 - 1.1. Investment counselling: Intake/assessment of the client's current situation, verification of equity for business start-up, assessment of financials for business expansion or maintenance requests, counsel client on process for investment consideration, provide recommendations to increase viability and reduce risk of failure and assist with completion of statement of intent.
 - 1.2. Business advisory/aftercare services: Identify operational challenges, recommend course of action and develop work plans for each client receiving assistance.
2. Deliver business development workshops including:
 - 2.1. Assessment of community and individual needs for business development skills and knowledge.
 - 2.2. Design and deliver appropriate business development workshops.
 - 2.3. Evaluate workshops to determine improvements for future delivery.

Qualifications:

1. A post-secondary diploma or degree in Business or Accounting, with a minimum of three (3) years business experience.
2. Strong accounting and business management skills.
3. Strong written and verbal communication skills including demonstrated ability to write reports and proposals.
4. Experience working within Aboriginal communities or with Aboriginal clients.
5. Strong computer skills, including experience using spreadsheets and word processing software. Sound knowledge of computerized accounting programs is considered an asset
6. Knowledge of and commitment to the services provided by NADF.
7. Knowledge of the people, culture, and history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of the First Nations in NAN.
8. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
9. Must be willing and able to travel by air and road to remote and rural northern communities.

Salary range is \$32,921 - \$41,672 commensurate with qualifications and experience. To review a complete job description, please visit our website at www.nadf.org.

Qualified applicants may forward their cover letter and resume with 3 references by **August 1, 2014, by 4:30 p.m. (EDT)**:

Nishnawbe Aski Development Fund
Attn: Millie Carpenter, HR Manager
107-100 Anemki Drive
Fort William First Nation, ON P7J 1J4
Fax: (807) 622-8271
Email: mcarpenter@nadf.org

While all responses will be appreciated and handled in strictest confidence, only those applicants being considered for an interview will be contacted.

Members of Nishnawbe Aski Nation are encouraged to apply.