



NISHNAWBE ASKI DEVELOPMENT FUND

Job Description - Draft

Job Title:	Business Development Officer	Program:	Northern Ontario Development Program
Reports to:	Senior Project Manager	Effective Date:	July 16, 2013
Pay Grade:	2	Revised Date:	

SUMMARY:

The Business Development Officer promotes entrepreneurship and guides entrepreneurs to investment readiness for business start-up, maintenance and/or expansion.

ACCOUNTABILITY:

The Business Development Officer reports to the Senior Project Manager and is part of the business development team.

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.
3. Track contacts, workshop delivery, services, and information provided as well as referrals in the appropriate database to capture targets required for program reporting and evaluations.
4. Liaise with economic development organizations, tribal councils, funding agencies or other groups, associations relevant to NADF's mandate.
5. Participate in NADF's meetings, community and company meetings; attend conferences as agreed to that benefit delivery of the program.
6. Other duties as assigned and required.



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STANDARDS OF PERFORMANCE

1. Interacts with clients, partners, and the general public in a professional, courteous, and timely manner.
2. Activity tracking systems are up-to-date and well organized to allow prompt response to inquiries by staff or management.
3. Assigned duties and responsibilities are carried out in a professional and timely manner in cooperation with management and staff as per policies and procedures.
4. Maintains the strictest of confidence with regards to NADF clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
5. Meets the targets within the approved work plan and consults with the manager if the work plan requires amendment.
6. Shows good judgment about when to take the initiative and when to obtain direction from their manager.
7. Demonstrates time management and the ability to prioritize workload efficiently and effectively,
8. Knowledge of and commitment to the mandate and services provided by NADF.
9. Knowledge of the people, culture, history of Nishnawbe Aski Nation; in-depth knowledge of the economic climate and business development priorities of regional First Nations.
10. Ability to speak Cree, Oji-Cree, or Ojibway would be considered an asset.
11. Must be willing and able to travel by air and road to remote and rural northern communities.

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. Experience with supporting project planning/implementation processes.
7. Experience in on-site training would be considered as an asset.
8. Ability to manage multiple assignments and meet deadlines.
9. Strong written, verbal and presentation skills.
10. Strong problem identification and problem solving skills.