



Business Support Officer

Nishnawbe Aski Development Fund (NADF) is seeking a dynamic individual to join our team. We are a results-oriented lender and business developer that has been providing developmental lending services to Aboriginal clients since 1987.

Position Summary: The Business Support Officer (BSO) reports to the Loans Manager. The incumbent will be responsible to provide business support services to clients of Nishnawbe Aski Development Fund (“NADF”).

Key Responsibilities and Qualifications

- A post-secondary diploma in Business and/or Economic Development or related field with three (3) years small business experience. Strong Accounting, business planning and business management skills.
- Consideration will also be given to individuals with extensive business lending, development or counselling experience.

DUTIES AND RESPONSIBILITIES:

Deliver business support services and activities including, but not limited to:

- Intake and Assessment: Gather key information on enquiry, obtain an assessment of the applicant’s type of undertaking (for example, Start-up, Acquisition, Expansion and/or Sector). The complex projects will be brought to the attention of the Loans Manager, then assigned to appropriate staff.
- Verification of equity, request financials for business expansions. Explain the statement of intent with applicant and inform applicants of the process for loans and grants. Explain client service standards. Explain and execute confidentiality policy (Privacy Notice and Disclaimer).
- Business Counselling: Where required, assist applicants with business plan development by providing outlines, explain key components of a business plan (Management, Target/Secondary Market, Competition, Human Resources, Operations, Cash flow/Financials & Assumptions). Guide individuals through cash flow exercise. Explain to applicant’s basic business structures: Sole Proprietorship, Corporations, and Partnerships. Explain purpose of Master Business License and Business Insurance.
- Experience planning, coordinating, and facilitating workshops.
- Excellent presentation skills and ability to present effective and engaging presentations in various formats to a variety of audiences.
- Knowledge of and ability to develop entrepreneurial tools and resources.
- Strong financial analysis and business assessment skills.
- Ability to plan, organize, and manage time effectively.
- Proficient working knowledge of MS Office Software, internet, and general office equipment.
- Respond to internal and external requests for information and requests for presentations.
- Must be willing and able to travel by air and ground to remote and rural Northern communities.
- Highly motivated individual with the ability to work with minimal supervision.
- Valid Ontario driver’s license and a reliable vehicle with appropriate insurance coverage.

For full job description, visit www.nadf.org

To Apply: To be considered for this challenging and rewarding position, please forward a detailed resume or CV in confidence, along with a cover letter to recruitment@nadf.org. Closing date: Open Until Filled

Job Type: Full-time contract position to June 2021.

Salary: \$39,604 – \$50,132

Location: Fort William First Nation, ON

Schedule: Monday to Friday, 9am – 5pm, including 1-hour unpaid lunch.

Travel: Travel by air and ground to remote, rural and urban communities.
After hours and weekend travel may be required.