



Employment Opportunity - Business Development Officer

Community Futures West Interlake (CFWI) delivers a variety of services including loans, technical and advisory services for small and medium-sized businesses; services targeted to youth and entrepreneurs with disabilities, and community economic development and planning. Our main objectives are to help rural Canadians start or expand a business and to help sustain and improve communities and their local economies. In partnership with Community Futures White Horse Plains, CFWI is seeking an experienced individual to lead business development activities by connecting with businesses to support start up and/or expansion plans.

The Position:

- Analysing and assessing business proposals; preparing loan applications, business proposals, cashflow projections and loan documentation
- Engaging with local businesses to identify their needs and to promote the services available through the Community Futures Program
- Assisting business clients by providing business information and resources
- Monitoring the loan portfolio
- Providing business training and development, marketing programs and administration of the Self Employment Assistance Program

The Qualifications:

Personal Characteristics:

- Strong inter-personal and communications skills
- Confidence in making decisions and communicating decisions effectively to clients
- Ability to function well in a small team environment
- Ability to take direction and work with a volunteer-based organization and lending committee
- Ability to work independently

Education and/or Experience:

- Commercial lending
- Business analysis, counseling, coaching and business development experience
- Business diploma or degree
- Small business ownership

Computer Skills:

- Proficiency with Microsoft Suite of programs

Hours:

Regular office hours are 8:30 to 4:30 PM, Monday to Friday with remote/work from home options available. Limited evening and weekend work is required related to meetings, events, training and conferences. Travel is required throughout the region and a valid Class 5 driver's license and reliable vehicle are required.

FOR A DETAILED JOB DESCRIPTION, PLEASE VISIT: WWW.WESTINTERLAKE.COM

Please submit your cover letter and resume by 4:00 p.m., Monday, January 16, 2024. Accessibility accommodations available upon request.

By email: iana@westinterlake.com

By Mail: Attention: Lana Cowling-Mason, Community Futures West Interlake
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