

Community Futures Newsask (CF) is a non-profit corporation in the North East region of Saskatchewan. We provide community economic development and specialized services to entrepreneurs through business counselling, loan programs and business information.

We are adding a permanent part-time Business Development Officer to our team to strategically drive the corporation forward. This position will report and work closely with the Chief Executive Officer, to identify and secure opportunities that match the corporation's strengths and expertise.

**Key Responsibilities/ Essential Duties of Position:**

The Business Development Officer will:

- Administer/ assist the CEO with all programs, oversee business development and provide financial expertise (work with clientele to develop a successful viable business plan).
- Analyze loan requests from entrepreneurs requesting to start, maintain or expand their business in the North East region.
- Build long-term relationships, nourish current relationships, manage clientele engagement and strengthen internal and external partnerships.
- Lead and develop a marketing strategy that build Newsask brand, fosters local awareness, prospects for new clientele and meets the corporation's strategic plan.

To experience success in this role you will be a leader, team player and have contributed to the strategy and growth of previous organizations. You are motivated by making a difference in communities in the North East region and helping current clientele achieve better business outcomes. In addition, you will have experience working in marketing, research and development and technical support.

**Knowledge and Skills:**

- Ability to engage, organize and evaluate client business proposals and reply accordingly.
- Ability to handle sensitive issues with tact and diplomacy and exercise judgment in interactions with clients of concerns.
- Ability to interpret and explain applicable policies and procedures that govern Newsask mandate.
- Ability to work independently and as part of a team, exercise good judgement and demonstrate initiative.
- Ability to work under pressure and multi-task, while simultaneously providing timely service.
- Demonstrate excellent oral and written communication skills.
- Strong attention to detail, with the ability to see the larger picture.
- Strong decision making and analytical skills, including problem solving and needs analysis.

**Education and Qualifications:**

- Minimum 2-year Business Diploma
- 3-5 years related work experience considered an asset.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 Driver's License (travel in the North East region of Saskatchewan required)

**Location:**

- 903 99<sup>th</sup> Avenue West, Tisdale, SK.

**Language:**

- English (written and spoken)

**Position:**

- Permanent Part Time (4 days/ week)
- Hours of operations: 8:00am – 4:30pm

**Expected start date:**

- As soon as possible.

**Salary:**

- Salary will be determined by the successful candidates' education and previous work experience.

If you are interested in applying for this opportunity, please apply directly online.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted. Candidates must be legally eligible to work in Canada to be considered for this position.