

## **BUSINESS DEVELOPMENT ANALYST**

Do you want to live and work in a rural community?

Do you have an entrepreneurial spirit and are passionate about business development?

Are you outgoing; like networking and community engagement?

Do you possess analytical and problem-solving skills?

### **Then we have the career opportunity for you!**

Community Futures Nadina, located in Houston, BC, serving the communities of Burns Lake, South Side, Topley, Granisle, Houston, Telkwa, Smithers and area, is seeking a Business Development Analyst. Community Futures is BC's most important small business development organization, paving the way for diversified local economies and job creation. We focus on rural development and providing business financing to local businesses. We have a wide variety of services and tools available to help entrepreneurs and small to medium business owners achieve their goals, including business support services, business planning advice and loans. Compared with other traditional source financing options, the businesses of Community Futures' clients grow faster and last longer.

The primary focus of the Business Development Analyst is to enable the organization to effectively meet the financial needs of clients. Under the direction of the General Manager, the employee is responsible for managing the relationships with existing and potential clients.

To apply please email your resume to Kim Martinsen, General Manager [kmartinsen@cfnadina.ca](mailto:kmartinsen@cfnadina.ca) along with a cover letter. Applications will be accepted until the position is filled.

### **Responsibilities**

- Business Development/Marketing – including counseling, business plan development and review; Client after care and growth
- Credit Analysis, Presentation and Adjudication
- Portfolio Management/Sustainability
- Credit and Collections
- Reporting and Relationships
- Ensuring a positive Customer Experience

### **Personal Competencies**

- Strong risk assessment skills
- Proven marketing/business development skills
- Strong interpersonal skills
- Excellent communication skills, both verbal and written
- Solid organizational skills with an attention to detail
- Ability to take leadership roles and responsibilities
- Strong coaching and advisory skills with an emphasis on active listening and appreciative inquiry
- Proficiency with Microsoft Word and Excel is required

### **Qualification and Experience**

- Degree or Diploma in commerce, business administration or equivalent experience would be an asset
- Commercial lending
- Business analysis, counseling, coaching and business development experience
- Understanding of rural communities and their challenges
- Must have a valid BC Drivers Licence, travel will be required within the service region

### **Hours, Salary and Benefits**

Monday to Thursday (30 hours/week). Limited evening and weekend work in required related to meetings, events, training, conferences etc.

Salary is dependent upon qualifications. The position is eligible for full benefits upon completion of 6 months probationary period.

For the complete job description please see: <https://www.cfnadina.ca/opportunities> or call 250 845 2522

**Only successful candidates will be contacted.**