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Business Development Manager - Little Shuswap Lake Indian Band (LSLIB)

JOB SUMMARY:

The business development manager (BDM) is responsible for planning, developing, coordinating and implementing economic development policies, strategies, and initiatives that improve the socioeconomic and business development of LSLIB.

Working time is divided between the office, meeting with business partners, writing business plans and funding proposals, and coordinating specific business development projects and related activities. In addition, the BDM will use a community-based perspective to identify and meet with community members, businesses, key contacts and government service providers. This sometimes entails attending meetings away from the office focused on economic development and business opportunities.

The BDM must be prepared to work with excellent organizational, time management and preparation skills to ensure he/she has the necessary tools to complete tasks, whether working in the LSLIB office or away from the office.

The BDM must be prepared to travel as needed, according to the needs of individuals, businesses, key contacts, and government service providers.

GENERAL DUTIES & RESPONSIBILITIES:

The business development manager is responsible for continuously developing and maintaining knowledge required to do the job by understanding, embracing, and contributing to the community's economic development plans, as an approach towards effective planning, by collaborating effectively to coordinated LSLIB economic development.

Elements of the LSLIB work plan may include, but are not restricted to, the following:

- Forestry & Aggregates
- Tourism
- Real-estate development
- Leasing
- Sewage & water infrastructure
- Agriculture / aquaponics

The BDM must be familiar with background materials and information relating to the LSLIB and its governance model. He/she must demonstrate a non-political approach to communicate and foster relationships with politicians, elders, business associates and community members.

He/she must continuously assess economic development needs, including maintaining an inventory of existing businesses, sector activities and current human resources (Labor force) in the community.

The BDM must ensure that the LSLIB economic development initiatives and opportunities are communicated to key stakeholders.

The BDM must demonstrate good written and oral communications skills that are relevant to the position as this will require the BDM to prepare proposals for a variety of economic development initiatives for submissions to public and private funding sources. Must write project briefs, updates and final reports for all LSLIB business development project activities.

The BDM must maintain a sound administrative and organizational system, develop budgets working closely with the Finance Department, use business planning software, and create presentations for public speaking opportunities. He/she must also develop and track accomplishments related to an ongoing work plan that will guide the work in LSLIB.

Elements of this work plan may include, but are not restricted to, the following:

SPECIFIC RESPONSIBILITIES

- Plan and monitor the day-to-day Project Management of new business ventures to ensure smooth progress of defined strategic goals
- Negotiate on behalf of LSLIB to achieve best use of existing resources
- Actively seek new business opportunities
- Manage any procurement projects and coordinate material and resource allocation
- Review financial information and challenge / re-forecast budgets as required
- Revise and/or formulate policies and promote their implementation as required
- Manage relationships/agreements with external partners/vendors
- Evaluate overall performance of business ventures by gathering, analyzing and interpreting data
- Ensure that the new ventures run with legality and conformity to established regulations

EDUCATION, EXPERIENCE AND COMPETENCE:

- 5 + years proven experience as a **Business Development Manager** or equivalent position
- BSc/BA in business or relevant field

- Excellent organizational and leadership abilities
- Outstanding communication, negotiation and people skills
- Knowledge of industry's legal rules and guidelines
- In depth knowledge of diverse business functions
- Previous experience in cooperating and liaising with partners and potential partners.
- Solid organizational skills including attention to detail

REPORTING REQUIREMENTS:

The BDM reports to the Administrator (Band Manager), and responsive to the Chief and Council. A report to Chief and Council; by providing reports and presentations regarding business projects, training, and economic development activities at meetings, and recommend plans, objectives and strategic opportunities for future consideration.

EXPECTED RESULTS:

Contribute to the growth of economic sustainability of individual LSLIB member-owned and band-owned businesses by increasing the potential and credibility of these businesses within LSLIB territory and advocating potential partnerships for economic development initiatives on the LSLIB economic work plan.

STARTING SALARY: based on qualifications and experience

HOW TO APPLY: Please email a letter of application, including 2 references, and a resume by September 28/18 to:

Naomi August, Executive Assistant at: naugust@lslib.com

All applications are gratefully accepted, but only the most well-qualified applicants will be contacted. Thank you in advance for your interest in this job posting.

