



## POSITION DESCRIPTION

<b>Position:</b>	<b>Business Development Officer</b>
<b>Reports to:</b>	<b>General Manager/ Designate</b>
<b>Current as of:</b>	<b>September 2022</b>

### Position Summary

The Business Development Officer (BDO) reports to the General Manager (GM) or designate and is responsible for assisting eligible applicants in their initiatives to achieve economic and social independence according to the by-laws, policies, and procedures of NEDC. The BDO has extensive contact with the community and clients representing NEDC programs working closely with applicants from the beginning to the end of the business loan cycle. The BDO's relationship and contact with the client is visible and includes the initial inquiry stage, analysis and consultation, preparation of business and financial plans, through the application for assistance and monitoring until the termination of the agreement between NEDC and the client. The BDO provides services as the NEDC representative for various federal programs, including the development of client business plans and skills.

### Position Responsibilities

#### **Business and Project Proposal Management:**

- Responds to inquiries and provides information about available programs and assistance available through NEDC and outside resources accessible by NEDC
- Conducts preliminary assessments for probability of successful applications confirming eligibility, qualifications, and expertise.
- Counsels' applicants on the development, merits, limitations, challenges, and strategies of their proposal
- Assesses viability of the proposal including management capability, market potential, financial analysis, financial arrangements, credit rating, and environmental impacts
- Assesses any professional or development support required and arranges consulting services through available programs or by referral to other agencies
- Assists applicants with Statement of Work and the development of business plans and studies
- Completes the finance request package, including financing and/or grants and contributions, with recommendations for presenting to the appropriate approval authority as per NEDC policy
- Reviews and approves client applications submitted by other Business Development Officers
- Develops the Letter of Offer with all deliverables and prepares associated security documents (GSA and/or Promissory Notes), or

- Develops a Letter of Instruction for NEDC solicitor for preparation/registration of security documents concurrent with disbursement instructions as per terms and conditions of approved NEDC Financing
- Ensures all conditions are met and disbursements are made according to the Letters of Offer

### **Portfolio Management:**

- Updates the loan management database with progress and status of applications, and contracts, including logging all communication with clients
- Prepares cheque requisitions for managerial approval based on submission of vendor invoice payments or accounts payable
- Monitors disbursements to ensure compliance with the approved plan and maintenance of records by clients
- Monitors progress of the project through field visits and analysis of data to ensure compliance with the plan and consults as necessary to support and assist the client
- Recommends training assistance and business support for clients to management over the course of the period of the loan and/or contribution monitoring period
- Reviews monthly Arrears Report for accuracy and repayment schedules
- Investigates irregularities identified through reports or analysis
- Consults with the Loans and Financial Systems Coordinator (L/FSC) where client payments are in arrears or irregularities exist
- Recommends to management appropriate action including deferral, adjusted payment schedule, or withdrawal of assistance for loans in default or with irregularities
- Communicates with clients to negotiate or identify amendments or changes to the Letter of Offer and preparing Non-Substantive or Substantive Amendments with recommendations to the appropriate approval authority as per NEDC policy
- Consults with management, L/FSC and NEDC legal counsel regarding legal action, foreclosures, and negotiated settlements

### **Community Engagement and Service Delivery:**

- Provides advice, assists in the development and writing of plans for individuals or communities
- Provides assessments of probability of successful project proposals application of project proposals to applicants based on program criteria
- Assesses applications, completes appropriate documentation, providing recommendations to appropriate program

### **Other Responsibilities:**

- Prepares activity reports for management and the NEDC Board
- Attends events or participates in activities to provide information or on-going visibility and awareness of NEDC

- Maintains current knowledge of NCN activities, NEDC, and business development programs
- Attends and participates in workshops including remote community and business site visits including client held business events
- Other duties as assigned

### **Education and Experience**

- Post-secondary education related to business planning, finance, or development
- 3 years of recent related experience or an equivalent combination of education, training, and experience will be considered
- Experience with government programs, funding procedures, and Indigenous culture is essential
- Experience working with financial information and lending systems in a related environment with demonstrated skills and abilities as described above.

### **Knowledge, Skills, and Abilities**

- Knowledge of business planning, lending practices, and legal contracts including the ability to demonstrate good judgement of client potential and business opportunities
- Ability to develop, analyze and evaluate business plans, financial statements, and projects
- Knowledge of environmental assessments
- Excellent verbal and written communication skills
- Ability to work independently, organize workload, and prioritize multiple demands
- Ability to be build and maintain relationships, seek resolution in conflict, and be effective in stressful situations
- Knowledge of NCN area and people
- Knowledge of federal and provincial government grant, contribution programs, initiatives, and procedures
- Working knowledge of Microsoft Office (i.e., Word, PowerPoint, Excel, and Outlook)

Incumbent may be required to travel by automobile, boat, and/or plane and occasionally work long hours and weekends.

### **Certifications**

- All incumbents must be bondable
- All incumbents must possess a valid driver's license and have the use of a vehicle

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There are no exhaustive lists of all duties

and responsibilities, knowledge, skills, abilities, physical job demands, and working conditions associated with this position.

_____	_____
General Manager or Designate	Incumbent
_____	_____
Date	Date