



**KTUNAXA
NATION**

We invite you to apply for the position of...

Business Development Officer

ECONOMIC INVESTMENT SECTOR

PERMANENT FULL-TIME POSITION

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

Building entrepreneurial capacity is an important component in the Economic Investment Sectors vision to contribute to the building of a self-sufficient Ktunaxa economy. This position therefore provides services to Ktunaxa small business owners and entrepreneurs wherever they reside. Supports include: advice and coaching; technical assistance; financial and analytic support; and strategic linkages to assist Ktunaxa entrepreneurs in advancing their business growth and personal business acumen.

Additionally, the position provides business advice, support and technical assistance to all indigenous entrepreneurs who reside in the East and West Kootenays as part of the Kootenay Aboriginal Business Development Agency (KABDA) team.

DUTIES AND RESPONSIBILITIES:

Develop and implement business advisory services to meet the needs of Ktunaxa individuals, entrepreneurs, and small businesses within Ktunaxa. Services will include but not be limited to:

General:

Providing 1-1 coaching to clients in the development and operation of entrepreneurial activities;

Consultation services to clients with feasibility studies, business plans, marketing strategies, financing proposals, develop policies and procedures or expansion plans;

Collaborating with Ktunaxa Communities Economic and Business Development Officers and the Economic and Investment sector's staff to proactively seek opportunities to increase the community's economic and business capacity;

Forming partnerships with existing economic and business development organizations such as Community Futures and CBT;

Promoting Ktunaxa entrepreneurs and companies to potential customers, partners, and/or investors;

Onboarding new Ktunaxa businesses to the online Ktunaxa business directory

Administration:

Maintaining a record of Ktunaxa businesses, referral agents, mentors, community contacts and trainers;

Liaising with stakeholder groups as needed, including the Ktunaxa Nation Council, industry and government partners;

Researching sources of funding; Analyzing, preparing and submitting funding proposals

Industry and Market Trends:

Maintaining knowledge of local, regional, provincial, federal labour markets, current labour market initiatives, trends, and opportunities;

Identifying potential issues or gaps in business-related trends and develop solutions to address those gaps

Reporting:

Preparing written and oral reports/presentations for various meetings: Chief and Councils, Economic Sector Council, and KNC Communities, external partners and other stakeholders;

Reports associated with any contracts and projects;

This position reports directly to the Senior Manager of the Economic Investment Sector

KABDA:

Supporting individual indigenous clients with business advice, support and technical assistance. Reporting this work to the KABDA lead as part of fulfilling contract requirements

POSITION QUALIFICATIONS**Academic Preparation**

Business administration, the management or commerce degree is preferred. A combination of certification/training and related work experience will be considered.

Experience

2-3 years of minimum work experience;

Knowledge and understanding of Ktunaxa culture and traditions;

Strong working knowledge of business plans, marketing plans, feasibility studies, strategic plans and other business-related plans;

Experience with external funding agencies and grant applications is an asset;

Demonstrated business analysis skills, with the ability to see implications and provide practical recommendations

Excellent written and oral communication skills;

Excellent interpersonal skills;

Perseverance, well organized, attention to detail, sensitivity to confidential information and records;

Excellent research skills and strong organizational and project coordination skills

Public speaking skills, and the ability to clearly communicate with clients, stakeholders, and partners;

Advanced Word Processing, Excel and PowerPoint skills

BENEFITS:

- Extended health care
- Vision care
- Disability insurance
- Dental care
- Life insurance

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered.

Come with your willingness to learn!

Please submit your cover letter and resume telling us what attracts you to the position and how your experiences relate

to:

**Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org Fax: (250) 489-2438**

CLOSING DATE: Open until filled

We thank those who apply; however, only those selected for an interview will be contacted.