



**Business Development Officer
(Bridgetown, Nova Scotia)**

Full-time Position

CBDC Annapolis Ventures Limited, a not-for-profit Community Business Development Corporation, has been engaged in businesses development in Annapolis County for over 35-years. The organization provides financial assistance in the form of loans, loan guarantees and equity financing to existing and aspiring entrepreneurs. We also provide business counselling, training and administer programming to support business and entrepreneurial development in the area.

We are looking for a **Business Development Officer** to join our team to help promote and administer programming offered by the organization. You will proactively work with new and existing business owners requiring small business financing as well as the promotion and administration of the Self-Employment (SE) program sponsored by Employment Nova Scotia. To be successful in this role, you will possess the ability to learn quickly, manage multiple tasks, analyze financial statements, business plans and project proposals. The successful candidate will be client-focused, actively engaged in and committed to executing activities that support business development and retention.

The preferred candidate will possess:

- Bachelor's Degree in business administration or commerce or the equivalent in experience and training
- Relevant work experience preferred
- Certification and/or experience in business counselling ideal
- Excellent interpersonal and communications skills, both verbal and written
- A sound understanding of accounting and business planning
- Proficiency in the use of Microsoft Office and Accounting software
- Be able to work independently and as part of a team environment
- Professionalism and Confidentiality is essential
- Travel Required - A valid driver's license and access to reliable transportation
- Be bondable.

Full-time position - Salary range (\$26.76/hr.- \$30.88/hr. - 37.5 hrs/week) commensurate with qualifications and experience. A progressive benefit package is also included.

Candidates should send or email their cover letter and resume by 4:30 PM, February 11, 2022 to:

**CBDC Annapolis Ventures
Hiring Committee
P.O. Box 478, Bridgetown, NS B0S 1C0
annapolisventures@cbdc.ca**

We thank all applicants for their interest. However, only those selected for an interview will be contacted.