

Development Officer – Indigenous Women Entrepreneurs

Are you seeking a new and exciting challenge?

The New Brunswick Association of Community Business Development Corporations (NBACBDC) through Women in Business New Brunswick (WBNB) is looking for a dynamic, passionate, and motivated individual to fill the position of Development Officer for Indigenous Women in Business.

The NBACBDC is a not-for-profit organization with a mission to help New Brunswick entrepreneurs build successful and sustainable businesses. For over 40 years, CBDC programs have become essential tools for the business community and rural businesses in New Brunswick.

Reporting to the WBNB Director, the successful candidate will have as main mandate to implement the key components of the NBACBDC's various projects and support and maintain all deliverables.

Roles and responsibilities

- Identify the specific needs of indigenous women entrepreneurs in New Brunswick.
- Facilitate individual growth plans for indigenous women in business.
- Provide advice and consultation services to indigenous women in business in various regions of NB.
- Continually develop areas of expertise.
- Refer clients to appropriate financial and / or other appropriate partners.
- Create and maintain relationships with stakeholders.
- Set up and facilitate networking groups.
- Determine the training needs and help coordinate any training required.
- Build a client database and make sure the information is up to date.
- Presentations and awareness building of services offered by WBNB.
- Collaborate and coordinate with WBNB Development Officers.
- Be the direct link between Indigenous organizations and Women in Business NB.

Profile of the candidate

Education and experience

- Bachelor's degree in Business Administration or Education and/or a related field; or equivalent work experience.

- Successful experience in a position in this field or related field.
- Comprehensive knowledge of First Nations history, communities' culture and social concerns.
- Knowledge of the entrepreneurial environment, particularly related to the status of women.
- Experience in a community or non-profit organization, an asset.
- Entrepreneurial experience, an asset.

Skills and personal qualities

- Have the ability to self-direct.
- Possess facilitation and counseling skills.
- Be result-oriented.
- Possess organizational skills, including time management, planning; ability to set objectives and follow-ups, in addition to managing data.
- Possess technological skills, especially Microsoft suite, client relationship management (CRM) software, virtual meeting (eg: Zoom, Teams).
- Have exceptional customer service skills.
- Have the ability to travel to various locations in the province and the country.
- Possess ability to read financial statements
- Familiarity with indigenous issues.
- Ability to work individually and in a team-environment

What we offer

- **Starting salary** of \$58,000, depending on experience and education
- **To be there when it matters:** A flexible schedule
- **In order to take care of you:** A comprehensive benefits package (health insurance including vision care, dental coverage, an employee and family assistance program and much more)
- **To invest in YOUR future:** a group pension plan, and we match your contributions (a maximum applies)
- **So that you can rest:** three weeks of vacation (in addition, we are closed between Christmas and New Year's Day!)
- **A cohesive team that helps and supports each other and that will be welcoming!**
- The person occupying this position must reside in New Brunswick

Start date: As soon as possible

If you are interested in this position and your profile matches the above criteria, please send your resume to **Rebecca Preston** (rebecca.preston@wbnb-fanb.ca) by email no later than **July 25, 2023**.

We thank those who submit their application. However, only those selected for an interview will be contacted.

