



Chippewas of the Thames Development Corporation
641 Jubilee Road, Muncey ON N0L 1Y0 (519) 860-5669

JOB POSTING

Business Development Officer

**Chippewas of the Thames Development Corporation
(6-Month Short-Term Contract to March 31, 2020)**

Job Description

The Business Development Officer (BDO) is part of a team that contributes to the overall operations of the Chippewas of the Thames Development Corporation (CTDC) and the Chippewas of the Thames Solar Corporation (CTSC). The BDO maintains effective and efficient operations of existing projects under the Corporations' control with the purpose of financial benefit to the First Nation. This individual, with experience in project research, analysis and management, provides professionally sound insight and recommendations toward attracting new business and investment opportunities to the Chippewas of the Thames First Nation.

The BDO is supervised by the General Manger, with the oversight of the Corporations' Boards of Directors, and in accordance with the established Business Charter. As needed, the BDO communicates opportunities and provides information to the shareholder. The success of this role is dependent upon the BDO's high standards for project management, due diligence, business ethics and self-motivation.

Duties and Responsibilities:

- Assist CTDC in establishing or expanding business opportunities by providing information on market conditions, establishing contacts, and utilizing financing opportunities
- Initiate, support and direct industry research, environmental assessments and market analysis to determine economic viability and provide direction to the General Manager and Board of Directors, in a supportive and collaborative team environment with industry experts, legal support, and advisory committees
- Implement projects and opportunities approved by the General Manager and Board of Directors
- Manage projects (i.e., Solar Project Sites), budgets and workplans
- Evaluate studies, project proposals, and investment viability
- Provide recommendations the General Manager and Board of Directors
- Foster relationships in and among the community, local organizations, businesses, industry, and various levels of government organizations
- Develop community relationships through education and awareness activities

Support Decision-making:

- Identify investment capital (research both private and public opportunities)
- Deliver presentations and maintain information requested by potential investors
- Prepare letters and information packages on potential project and investment opportunities.
- Send out requests for site-specific information to commercial realtors



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- Follow up with proposed investments as directed by the General Manager
- Collaborate with community training and education programs to foster business development in the First Nation territory

Perform other related duties as required

Qualifications:

- Superior and well-developed project management skills (project tracking and reporting)
- Must have knowledge of project management tools and technologies
- Exceptional organization, time management, and sound decision-making capabilities
- Ability to identify appropriate methods for short-, medium- and long-term strategic planning
- Knowledge of effective meeting facilitation procedures
- Knowledge of corporate organizational structure, laws, policies, Aboriginal and Treaty Rights, and Department of Indigenous Services Canada (DISC) regulations and procedures
- Must have a working knowledge of policies & procedures in all areas of the community development including land use and capital planning
- Strong computer and information management skills
- Excellent communication, diplomacy, and interpersonal skills
- Must have a good working knowledge of the COTTfN community

Experience:

- Minimum of five years' relevant business experience
- Three years' working with a First Nation community/organization considered an asset

Education:

- Graduate degree preferred
- Post-secondary education in business or related field accepted along with exceptional experience

Salary:

- Negotiable based on education and experience

Term:

- 6-Month contract to start, with an option to extend dependent on budget availability

Please Contact:

- Frank French, President, Development Corporation Board of Directors at (519)289-5555 ext. 245 or ffrench@cottfn.com

**CLOSING DATE FRIDAY, SEPTEMBER 20, 2019 at 4:30pm
WITH POSSIBLE START DATE OCT. 1, 2019**

***Your application package must include a cover letter, resume, and 3 work-related references.**