



Position: Business Development Consultant

Location: Timmins, ON

About us: The Venture Centre is seeking an enthusiastic and skilled individual to join its team as a Business Development Consultant. The organization is dedicated to fostering economic growth and supporting businesses through its investment fund and advisory services.

Role Overview: As a Business Development Consultant, you will be a crucial part of the team responsible for managing the investment fund, providing business advisory services, and aiding in the growth and expansion of the investment fund. Reporting directly to the Executive Director, you will collaborate with the investment committee, clients, and various stakeholders to ensure the success of the fund's initiatives.

Key Responsibilities:

Investment Fund Management: Manage the investment fund in accordance with organizational policies, ensuring prudent investment decisions are made to support local businesses.

Business Advisory Services: Address inquiries related to business concepts and financing needs, and assist clients in developing business plans, cash flow projections, loan applications, and exploring funding alternatives.

Evaluation and Analysis: Evaluate financing applications, considering various factors such as financial viability, management competence, social impact, repayment capacity, job creation, feasibility, and security.

Documentation and Reporting: Prepare credit submissions for the investment committee's review, generate letters of offer and loan security documentation, and maintain accurate client loan files. Provide timely and comprehensive reports on investment fund activities to the investment committee and board of directors.

Client Management: Enter and update client data in the management system, monitor the loan portfolio for compliance, and address delinquency concerns. Regularly review client financial statements as per approval conditions. Realize on loan security for bad debt.

Stakeholder Engagement: Prepare for and attend investment committee meetings, engage in regular client visits, deliver business training workshops/webinars, and participate in community outreach and networking events.

Requirements:

- Possess a relevant post-secondary education (Business Degree or Diploma)
- Prior experience in commercial lending, preferably at a traditional lender or another Community Futures organization.
- Strong understanding of financial statements, business judgment, and ethical values.
- Excellent written and verbal communication skills, including effective presentation abilities.
- Exceptional organizational capabilities, multitasking skills, and time management.
- Ability to collaborate effectively with colleagues, clients, government representatives, financial institutions, and board members.
- Bilingual proficiency in French and English is an asset.
- Hold a valid Class G Driver's License and have access to a vehicle for business purposes.

Compensation:

Salary range: \$60,000 to \$70,000, based on the successful applicant's experience and qualifications.

Comprehensive benefits package offered.

Application Process:

Interested candidates are invited to submit their resume and a cover letter outlining their relevant experience and qualifications to:

Roxanne Daoust, Executive Director
The Venture Centre/Le Centre de développement
207-38 Pine St. N.
Timmins, ON P4N 6K6
Email: roxanne@venturecentre.on.ca
Phone: 705-360-5800 ext. 223

Application Deadline: Please submit your application by 12:00 PM (noon) on Friday, September 15th, 2023.

Note: We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information about The Venture Centre and this position, please visit our website at www.venturecentre.on.ca