



Employment Opportunity

Position: **Business Development Advisor**
Status: Full-time Term Contract
Opening Date: November 28, 2022
Location: Thunder Bay, ON

Posting Reference #: NTC 20221128-BDA
Contract End Date: March 31, 2024
Closing Date: December 9, 2022
Anticipated Start Date: January 3, 2023

Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 40 employees providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at www.nokiiwin.com.

Nokiiwin Tribal Council requires an experienced, knowledgeable, and motivated **Business Development Advisor**. The Business Development Advisor under the direction of the Executive Director, will work on developing the business development / revenue generating opportunities as identified and prioritized.

Roles and Responsibilities:

- Oversees all aspects of the Business Development Initiatives and is responsible for creating strategies to market and attract new businesses and industries.
- Leads the development and execution of a business development strategy focused on creating diverse and sustainable employment investment opportunities.
- Responsible for business attraction, retention, expansion, and investment.
- Conducts research, updates, and maintains Nokiiwin and Member First Nations community assets and economic profile(s). The Profile(s) provides information on economic and demographic data, small businesses, and community assets.
- Assists and provides input regarding the production of promotional materials, including social media, writes reports, presentations, and articles for newsletters, website material, social media, emails, and other pertinent documents.
- Represents Nokiiwin Tribal Council in meetings, conferences, and events, as requested. Act as liaison between Councils, municipalities, and potential partners on matters that effect business development. Identify opportunities, solve problems, gather data, and maintain positive relationships with potential partners.
- Participate, organize, and attend trade shows, conferences, seminars, and workshops as requested.

Preferred Qualifications:

- University Degree or three-year community college diploma in related discipline.
- Minimum five years' experience in economic development in the public sector or related field.
- Economic Development Certification (Ec.D.) or working towards certification would be preferred.
- Detail oriented and organized, ready to balance detailed work on contracts and development project.
- Excellent project management, organizational, communication, interpersonal and management skills.
- Excellent public relations skills with proven ability to build effective working relationships with all stakeholders including business and government officials, community leaders, members of the public and staff.
- Excellent computer skills using MS Office Suite including Outlook, Excel, Word, and PowerPoint. Experience using web content management software and social media in a professional context, including Facebook, Twitter etc.
- Must possess a valid class 'G' Ontario driver's licence and access to a reliable vehicle.
- A current and acceptable Criminal Record Check is required for this position at the incumbent's expense, prior to the commencement date.

As a Federally regulated employer, employees are required to be fully vaccinated against COVID-19.

Interested applicants can apply on-line through indeed.com by submitting a cover letter, resume, and 3 work-related references or submit directly by **4:00 PM Friday December 9, 2022**, to:

Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: hiring@nokiiwin.com | Fax: (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.