



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

Business Development Assistant
Competition No. 2022-BD-03
Internal/External

Organization: The First Nations Finance Authority (FNFA) is a national non-profit organization that provides financing, investment, and advisory services to First Nations Governments across Canada for economic development, social development, and other capital projects. www.fnfa.ca

Summary: The Business Development (BD) Assistant takes guidance and direction from the Director of Business Development. The incumbent shall provide support services to facilitate the efficient operation of the Business Development department. This includes clerical, data entry, administrative and other functions requested by the Director. The incumbent provides assistance to the Director to make inquiries on small projects and to handle them from start to finish. At times, there may be travel required.

- Role responsibilities include but are not limited to:**
1. Supports the departmental workplan in business development activities to promote the services of the FNFA to First Nations.
 2. Conducts research and makes recommendations to the Director on marketing materials and designs/layouts of promotional items.
 3. Assists in the managing of the Client Relations Management (CRM) database.
 4. Assists with the coordination of special events, meetings, travel, accommodations for Business Development, invitations, catering, reservations, registrations, purchasing gifts or promotional items, subject to COO approval and other staff if required.
 5. Coordinates marketing mailouts and couriering of items for the department.
 6. Prepares emails to communicate with FNFA staff members and in response to general BD inquiries.
 7. Monitors and assists with incoming departmental email; reviews, evaluates, and distributes correspondence requiring priority attention.
 8. Liaises with vendors and service providers to ensure the efficient and cost-effective acquisition of purchases i.e. office supplies, and oversees warranties and service.
 9. Scans and files documents (electronically and hardcopies).
 10. Enters and maintains data using spreadsheets, PPTs, CRM, documents, and lists.
 11. Keeps track of departmental expenses using spreadsheets.
 12. Assists with the preparation of documents such as service contracts, PPTs, and communication materials as required.
 13. Coordinates signing of documents and Band Council Resolutions (BCRs) through online signature tool as required.
 14. Maintains office supplies and inventories when required.
 15. Organizes and maintains department files.
 16. Takes meeting notes and follows up on actions items within the department.
 17. Follows up with sponsorship requests with the appropriate department.
 18. Provides administrative support to others when requested by department Directors, and communicates these tasks to the Director of Business Development.

Who Can Apply: Qualified persons of Indigenous ancestry will be given preference, therefore, please self-identify in your cover letter. Applicants must possess:

- Post-secondary graduate (college or university) in Business Administration, Business Development, Economic Development, Marketing, Office Administration, Project Management, or a similar field with 2 to 3 years of experience supporting management (or equivalent combination of education and experience.)
- Understanding and awareness of FNFA services, policies, procedures, rules, and regulations and the ability to apply this knowledge in the performance of administrative support tasks.
- Excellent oral and written communication skills and ability to communicate with all levels within the organization.
- Tactful with handling sensitive and confidential matters.

- Proven time management skills, multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
- Professional, responsive, and positive work attitude is essential.
- Resourcefulness and flexibility.
- Excellent attention to detail and strong ability to produce high quality presentations.
- Strong creative ability.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- General mathematical and budgeting skills.
- Able to maintain filing systems and basic databases.
- Meticulous records maintenance skills.
- Strong telephone manners and strong interpersonal skills.
- Strong customer service orientation.
- Strong computer skills Microsoft Office Suite programs, i.e. Word, excel, PowerPoint (WordPress is considered an asset).
- English is the working language, however, the ability to work in French or a First Nation language(s) is an asset.

Other Job Requirements:

FNFA requires proof of COVID-19 vaccination as a condition of employment.

Compensation:

We offer a competitive compensation package within our internal salary grid.

Location:

The head office is in Westbank BC. The successful candidate will work remotely within the National Capital Region. Remote working from another location may be considered.

Duration:

Permanent full-time position.

Application process:

Please email your resume and cover letter with 3 work-related references to: careers@fnfa.ca
 We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at anytime.

Deadline date:

Friday, July 8, 2022 by 3:00 p.m. (PT)

Reposted: June 2, 2022