



Job Posting: Indigenous Business Support Officer

Full-time, One-year contract

Deadline: May 31, 2021

Location: Western Canada (Ideally Calgary, Edmonton, Lethbridge)

Contact: info@terrapinsf.ca

Tags: Social Finance, Developmental Lending, Community Economic Development

- Do you have a passion for community economic development?
- Are you looking for a career in social finance?
- Would you like to hone your skills in small business lending?

Since 1987, IBC has made nearly \$100 Million in small business loans to Indigenous entrepreneurs across Western Canada. We are social finance practitioners specializing in developmental lending.

Our success relies on community knowledge, trust and specialized risk assessment and, in providing **customized business support** that helps to ensure our customers are successful.

IBC is looking for a talented individual to lead its Business Support Office and to design, deliver and evaluate a suite of business support services. We want to know which of our services work best and for who? How can they be improved to meet a growing demand for First Nation business finance in Western Canada?

The new Business Support Officer (BSO) will oversee: business coaching, grant writing, development of business plans, financial statements, legal, accounting, and tax advisory and other duties as assigned, ensuring all aspects are implemented according to IBC's strategic objectives and that activities are carefully evaluated so learning translates into ongoing product and program improvements.

The BSO will have a strong understanding of business finance and strategy, enjoys database management and data analysis. They have a natural ability for problem solving and an ease for meeting clients face-to-face. Ideally, they will have a working knowledge of barriers faced by entrepreneurs including extra systemic barriers faced by Indigenous entrepreneurs.

IBC hires on the basis of merit and is committed to equity and diversity in the workplace. We welcome applications from members of racialized groups, Indigenous people, people with disabilities and other barriers, and others with the skills and knowledge to productively work with Indigenous communities.

BSO Responsibilities

- **Grants**
 - Provide grant writing and administrative support to qualified grant recipients (e.g. Status Entrepreneurs Assistance Program).
 - Explore new grant streams and ensure new grant opportunities are made available to IBC customers as appropriate.

- **Business Support Services**
 - **Business Plans** - Assist IBC customers & prospective customers with business plan development as appropriate. This may involve working with external consultants to meet demand.
 - **Business Coaching** - Provide direct support to IBC clients as needed. This may involve arranging for other IBC team members to deliver business coaching based on their unique expertise.
 - **Legal, Financial and Tax Advisory** - Develop and maintain a roster of qualified and preferred external consultants so these services can be delivered in a timely manner to IBC clients at a predictable cost.
 - **Learning Network** - Assess and fulfill IBC client demand for peer to peer learning opportunities such as small group learning circles, regional conferences, webinars, etc.
- **Program Evaluation and Database Management**
 - Take a lead role in managing and optimizing the IBC Loan Management System (LMS)
 - Design and produce reports as required by IBC General Manager
 - Design and produce reports to support IBC evaluation reports
- **Small Business Lending**
 - Assist the General Manager with activities to expand the number of qualified loan customers (deal flow)
 - Manage a small portfolio of IBC loan customers - all aspects

Core Qualifications

- 3 - 5 years' experience in related context e.g. community economic development, business finance, bank or credit union or non-profit organization
- Experience with budgeting and financial systems/procedures
- University degree or college diploma in business administration, finance, community economic development, planning, or equivalent experience (e.g. banking, lending, community economic development,)

Desirable Qualifications

- Demonstrated experience with program planning and evaluation and/or research
- Experience with grant management and reporting
- Excellent writing and communications skills
- Knowledge of community economic development programs and an understanding of social finance
- Experience with training, curriculum development or knowledge dissemination
- Demonstrated experience with a variety of software, e.g. PowerPoint, Excel, web-based databases

Compensation

- This is a one-year contract position with potential for renewal
- Salary: \$55,000 - \$65,000 annually (based on experience)
- Bonus: up to 10% of salary based on performance assessment by General Manager
- Healthcare spending: up to 10% of salary

Coordinates

- Please email your cover letter and resume to info@terrapinsf.ca and specify Business Support Officer in the subject line.
- **Deadline: May 31, 2021**