



POSITION DESCRIPTION

BUSINESS DEVELOPMENT TEAM MEMBER

Position Summary:

The Business Development Team (BDT) is looking for a new team member with a background in business and economic development to join us as we work with First Nations Commercial Fishing Enterprises (CFEs) across BC.

Working under the direction of the BDT Lead at Grand Basin Capital, and alongside other members of the BDT you will provide a range of business support to CFEs including guidance on strategic planning, business planning, governance, project management, and fisheries business operations. In addition to working directly with CFEs, you will also contribute to broader organizational initiatives to support the BDT mandate, including conducting research, preparing reports, engaging with industry stakeholders, and providing advocacy for CFEs.

Primary Responsibilities:

BDT members provide business and administrative support to CFEs by developing strong relationships and acting as business advisors and advocates. Primarily, the BDT team member will work with CFEs to:

- Engage in ongoing strategy and planning activities to help the CFE devise and evaluate business and operational goals and work toward carrying out an action plan. Key annual deliverables for each CFE include a business plan and a training plan, and the BDT is expected to provide support and guidance on their preparation.
- Identify and evaluate business opportunities and develop business cases targeted toward PICFI funding opportunities. This may involve providing assistance to prepare financial projections.
- Assess training and education needs and help CFEs access appropriate training based on their training plan.
- Create formalized CFE management practices and tools, including providing guidance on the development of policies, procedures and plans.
- Provide operational support by offering advice, problem solving, troubleshooting, coaching, and holding strategic sessions to work through issues.

Additional duties may include:

- Engagement with CFEs on an ongoing basis to check in on progress towards relevant reporting and application requirements.
- Keeping up to date with best practices and sharing/engaging with CFEs on best practices as appropriate.
- Providing ongoing reporting on CFE progress toward goals. Participate in weekly BDT team meetings to discuss progress and issues.
- Contributing to internal projects as required.
- Acting as a 'connector', linking CFEs to other CFEs, industry, non-governmental funders, etc. as appropriate.

Education and Experience

- The requirements for this position would typically be acquired through a degree in business, economics, community development, natural resources/fisheries or similar, plus five years related experience working in an advisory role with indigenous communities in the areas of:
 - o Management, governance and administration

- Business planning and economic development
 - Fisheries and natural resources
- In addition, the ideal candidate will exhibit the following characteristics:
- - Self-motivated and able to work towards short and long term goals
 - Experience with MS Office, particularly an intermediate working knowledge of MS Excel
 - Experience preparing and/or evaluating business plans and business cases, including the preparing detailed financial projections
 - Experience producing succinct and effective reports and presentations
 - Experience working with multiple stakeholders including fisheries and environmental advocacy groups, industry groups, and government (including First Nation governments).
 - Strong communications skills - Writing, public speaking/facilitation, and active listening are critical to this role.
 - Experience working with Aboriginal people at a community and/or political level, particularly in the areas of economic development and natural resources/fisheries.
 - Understanding and familiarity with the fisheries industry, including knowledge of fisheries operations and financial management in BC is a significant asset.
 - Experience building and maintaining strong relationships with First Nations organizations by taking a positive, constructive approach that is focused on capacity building and the approach of building upon strengths.

Additional Expectations:

- Willingness to travel and work outside of regular office hours as required. Travel requirements may exceed 50% at certain times of the year.
- Travel to remote locations throughout BC may be required, generally by car, ferry, or small aircraft. The candidate must hold a valid driver's license and be comfortable with travel to remote locations.
- Team Members will be responsible for ensuring that strict confidentiality of all information obtained within and about each CFE.
- Preference may be given to qualified Aboriginal candidates

This is a contract position, ending March 31st, 2017.

To apply, please send your resume and a brief covering letter outlining your qualifications to Neil Philcox, BDT Lead neil@gb-cap.com by April 29th, 2016. Application will be reviewed on an ongoing basis as and when received.

About PICFI and CFEs

The Pacific Integrated Commercial Fishing Initiative (PICFI) is a federal program designed to support the long-term economic viability of Pacific commercial fisheries and the sustainability of fisheries resources through advancing First Nations involvement in commercial fisheries and supporting the establishment of Commercial Fishing Enterprises (CFEs). There are 25 CFEs operating across BC, comprised of 96 First Nations.