



## **Business Development Officer (Community Relations Officer)**

Location: Grand Falls - Windsor Campus

Job Opening ID: 10175

Permanent, Full-Time

Commencing: As soon as possible

Deadline to Apply: August 25, 2019

### **INTERNAL POSTING**

#### **Job Information**

**DUTIES:** The Business Development Officer (BDO) is an integral member of the Contract Training & Continuing Education Division of College of the North Atlantic. Business Development Officers are responsible for promoting educational opportunities for CNA, maintaining linkages with various stakeholders to coordinate necessary services for the purpose of providing quality learning opportunities and assist in the development of courses and programs reflective of the needs of industry, government, organizations, and the general public. This position will be responsible for planning, overseeing, coordinating, and directing the delivery of programs and activities of contract training with a focus on profitability, cost awareness and business competitiveness; identifying training needs, administering contracts, and establishing effective relationships in order to develop an awareness of programs and services available; researching public and private funding services and writing related proposals; preparing and submitting budgets requesting training; developing and delivering presentations to a wide range of stakeholders regarding contract training services; preparing various reports; liaising with campuses on program acquisition and delivery; marketing services of the College to prospective clients; facilitating delivery of training; and other related duties as required. The Business Development Officer will be based out of Grand Falls - Windsor Campus and candidate must be willing to work a flexible schedule. The catchment area is regional in nature, and the incumbent is expected to physically work from other campuses within the region on a regular basis. This position is included in the bargaining unit (NAPE, Support Staff).

**QUALIFICATIONS:** In order to succeed in this role, candidates must demonstrate a strong knowledge and understanding of business development (able to identify opportunities, complete needs assessments, write proposals, administer contracts, market and promote services, budget and utilize cost-efficiency principles) and be familiar with contract training as it relates to CNA's mandate. Candidates are required to demonstrate exceptional verbal and written communication skills that enable them to effectively and appropriately communicate with a broad range of stakeholders and clients. Effective presentation and facilitation skills are also a must. Strong organizational and planning skills with the ability to prioritize work under time sensitive deadlines is essential in order to meet the demands of the position. We are seeking candidates who are excellent problem solvers, results driven, and can work with a high degree of independence under minimal supervision. Building strong collaborative relationships with stakeholders and contributing as a member of the Business Development team in a learner centred environment is critical to the success of this position. These qualifications would have been acquired through the successful completion of a Degree in Business Administration or Commerce

(or related discipline) supplemented by several years of recent and related experience in business development and/or training coordination in a higher educational or corporate environment. The successful candidate must be able to travel and have his/her own vehicle. An equivalent combination of education and/or experience may be considered.

**SALARY:** CG-E37 - \$58,385.60 - \$65,210.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials and names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.