



Community Futures Central Alberta (CFCA), Town of Olds and Invest Olds are joining forces in a unique partnership and are seeking a **Business Development Advisor**, to join us.

Do you like to work with budding entrepreneurs and small business and help them succeed?

Are you comfortable analyzing entrepreneurs' business plans?

Is designing and facilitating workshops within your comfort zone?

Do you enjoy leading projects?

Do you have experience organizing and leading a team of volunteers?

Do you like problem-solving in a fast-paced dynamic environment?

Do you live within commutable distance to Central Alberta?

If you answered 'yes' to these questions... we should talk. You might just be the ideal candidate to become our full-time **Business Development Advisor** who can add an innovative perspective to economic and business growth in Central Alberta.

As the **Business Development Advisor** you will design and implement a unique tool-kit of service offerings to support the retention, expansion and attraction of entrepreneurs and businesses. You will play an essential role in the execution of a regional industry and economic growth strategy.

We Make Business Dreams Happen

This partnership supports the growth and innovation of business. Through the delivery of highly effective business programs, training, loans, marketing, expert business advisory services, and more, we guide entrepreneurs, small and medium-sized enterprises to open doors and gain a foothold in their rural communities and beyond.

You inspire dedication and commitment to excellence. Your organizational skills and applied knowledge of lending and investment processes are second to none. As an influencer, you know how to build alliances and relationships to engage clients and meet the needs of other important stakeholders throughout the region. You are a self-starter and are able to work independently in a semi-virtual and flexible work environment.

Our Wish List

- Superior relationship building and interpersonal skills;
- Refined listening, collaboration, problem-solving and decision-making skills;

- Polished business acumen with strong written and verbal communication skills;
- Proven knowledge of business and financial planning, market research and analysis, business development and investment attraction is desired;
- Post Secondary degree in Commerce, economics, business administration or related field.
- A self-starter who is able to work with limited supervision
- Strong working knowledge of Microsoft 365, Outlook, excel and other online programs such as Zoom, Skype or Teams;
- Must have a valid Class 5 Drivers License and be willing to travel throughout the Central Alberta.

The successful candidate will be legally eligible to work in Canada. International applications will not be accepted.

If you think you're a strong candidate for this role, please visit the Town of Olds website at www.olds.ca/careers to view a detailed description of the position. This is a contracted position with a two-year term in the amount of \$90,000 per year. Interested parties are invited to send a cover letter and résumé to hr@olds.ca with subject line Business Development Advisor. The application process closes Tuesday, April 2nd at 8:30 am.

We thank all applicants for considering this exciting opportunity. We advise that only those candidates selected for interview will be contacted.

We are committed to attracting, engaging, and developing a diverse and inclusive workforce. As well, your privacy is important to us – please rest assured that all applications will remain confidential at all times. We do not retain candidate profiles or resumes.

****All information provided is collected in compliance with section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act.***