

# **Business Development Manager**

## **for Opiikapawiin Services LP**



### **Company Background**

Opiikapawiin Services LP (“OSLP”) was established by a partnership of 24 First Nations in northwestern Ontario. The 24 First Nations partnership is also the majority owner of Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial power grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Now that the construction of the new Transmission line is nearing completion in 2024, Opiikapawiin will be transitioning to deliver services to new clients beyond Wataynikaneyap.

### **Job Description**

The Business Development Manager is a full-time, contracted professional who will be responsible for business development in order to secure and manage new contracts for OSLP. The Business Development Manager reports to the CEO of Opiikapawiin Services LP. This is a new position that will evolve as the corporation grows. We are looking for a dynamic leader that has a creative mind while respecting the values and goals of the communities it represents. If you have this mindset and previous experience we would love to hear from you.

**Since Opiikapawiin is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.**

### **Duties and Responsibilities**

- Identify and lead OSLP’s pursuit of new contracts.
- Promote the company’s services to prospective clients and communities.
- Lead OSLP’s development of updated mission and vision statements.
- Interact with clients and respond to important inquiries about the services OSLP provides.
- Execute, oversee, and update OSLP’s business strategy.
- Participate in collaborative business meetings.
- Conduct research to identify new markets and opportunities
- Conduct high-level industry research.
- Lead proposal development.
- Establish and maintain business relationships and agreements.
- Review contracts to ensure they meet legal and corporate guidelines.

- Register OSLP and its services on various Indigenous Business Databases/Directories.
- Management of marketing and communications for new business services.
- Assist with updating communications and marketing materials.
- Maintain positive professional relationships.
- Participate as an exhibitor/booth at relevant events
- Provide information on OSLP services and programs to businesses and communities.
- Provides over-all guidance to the client and potential clients
- Able and willing to meet clients in respective communities as required within budget constraints.
- Maintain open, two-way communication and meaningful dialogue that respects community protocols
- Develops and delivers presentations
- Attends internal or external meetings as required
- Reporting to CEO and Board of Directors as required

## **Qualifications**

### Education & Experience:

- A post-secondary diploma or degree in Business, Accounting and/or Community Economic Development, and/or with a minimum of five (5) years' experience of business development. A designation and/or graduate program (Masters) would be considered an asset.

### Other Skills and Abilities:

- Strong business planning, financial analysis, and business assessment skill
- Strong grasp of economic development concepts related to opportunity identification, business structure, financing, entrepreneurship, social enterprise and capacity development
- Excellent time management skills and multi-tasking ability
- Strong problem identification and problem-solving skills
- Ability to prioritize work
- Excellent organizational and planning skills
- Good interpersonal skills
- Comprehensive understanding and/or contacts within economic sectors
- Strong understanding of Indigenous culture in Northwestern Ontario and protocols
- Experience working in First Nation communities and with Indigenous peoples
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities
- Knowledge of the Ontario renewable energy industry and transmission, is not required but considered an asset
- Knowledge of the various funding programs and application process,
- Proficient written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an asset

- Computer literacy and knowledge of software with a strong proficiency with Microsoft Office applications including Microsoft Project
- Knowledge of databases and database software
- Valid Class G Driver's license

#### **Employment Type, Location**

300 Anemki Place, Suite "C"  
Fort William First Nation, Ontario

The Business Development Manager will work Monday to Friday within normal business hours.

#### **Compensation**

Negotiable, based on education & experience.

#### **Application & Deadline**

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others.

Applications will be accepted until July 1, 2024

Applications must be directed by email to:

#### **Opiikapawiin Services LP**

Attn: Lucie Edwards – Chief Executive Officer

[l.edwards@oslp.ca](mailto:l.edwards@oslp.ca)

Subject: OSLP Business Development Manager

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at [www.oslp.ca](http://www.oslp.ca). We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.