

**COMMUNITY FUTURES DEVELOPMENT  
CORPORATION OF SUN COUNTRY  
POSITION PROFILE**

**POSITION TITLE: Business Development Officer**

**REPORTING TO: General Manager**

**POSITION SUMMARY**

The Business Development Officer is responsible for the planning, marketing, coordination and administration of the Lending Program; the research and identification of community needs; the counselling and monitoring of clients; and providing support and recommendations to the Loans Committee.

**SPECIFIC RESPONSIBILITIES**

- Performs all duties and responsibilities in accordance with CFDC of Sun Country policies, standards, regulations and procedures, and as directed by the General Manager.
- Attends and participates in meetings of Administration.
- Attends meetings of the Board upon request of the General Manager.
- Attends training programs and workshops as directed and/or approved by the General Manager.
- Maintains confidentiality on all matters relating to the affairs of Programs, Clients, the Office and the Corporation.
- Develops a Lending and Counselling Program Plan and Strategy (ie: marketing plan and strategy) for the CFDC of Sun Country, including a Plan for each Community of Sun Country, and manages and administers the Plan(s) as approved by the Board.

## **Business Development Officer**

### **SPECIFIC RESPONSIBILITIES      CONT'D**

- Administers the Program in accordance with the funding contract with Governments and Agencies.
- Promotes, advertises and presents the Program to all Communities of Sun Country.
- Discusses the Program with interested community members, and continuously monitors their interest in the Program.

### **Lending and Counselling**

- Provides support and counsel to clients in the research and development of their business idea(s).
- Provides individual counselling to clients in the development of their Business Plans.
- Assesses and analyzes all applications for financing, and ensures that all required and pertinent information is included in the business plan.
- Provides support to clients in the access of financing with other institutions/programs.
- Prepares loan submission/recommendations for the Loans Committee, and reviews the recommendations with the General Manager before presentation to the Committee.
- Assists the Chair of the Loans Committee in the scheduling of Committee meetings, and attends meetings of the Loans Committee.
- Takes the minutes of all Loans Committee meetings.
- Processes client loans upon the approval of the Loans Committee.

## **Business Development Officer**

### **SPECIFIC RESPONSIBILITIES      CONT'D**

- Prepares, and presents upon the review of the General Manager, the "Offer of Financing" to the client for consideration, and forwards the signed copy of the accepted offer to the CFDC's lawyer for processing.
- Ensures that all security, including the insurance policies and pre authorized payment forms are in order for loans once registration is complete.
- Ensures that all fees are collected and forwarded to the Accounting Clerk for processing.
- Monitors the performance of the clients business, and provides general support and counsel where needed.
- Visits the premise of all loan clients on a regular basis, or as required.
- phones clients at least monthly for an update
- Works with clients in the development of a schedule for the repayment of delinquent loans, and coordinates the legal resolution of client loans in default where needed, in consultation with the General Manager.
- Prepares monthly Program reports on loan and client activities.
- ensures that any and all contacts regarding clients is input into "the exceptional assistant" on a daily basis.
- Assists the General Manager in the management and administration of the investment funds.

Performs other duties and responsibilities as directed by the General Manager.

