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Burns Lake
Houston
Telkwa

Granisle
Smithers
Topley

Growing communities – one idea at a time

Business Development Analyst – Join Our Team

Make a difference in your community while building a rewarding career in business development and lending.

At Community Futures Nadina, we're all about helping local businesses succeed. As a **Business Development Analyst**, you'll work alongside entrepreneurs, support small businesses, and boost economic growth across our region. It's a chance to use your skills, make a real difference, and help shape vibrant communities.

What You Will Do

Support Local Businesses

- Work directly with entrepreneurs to develop and review business plans, financial forecasts, and growth strategies.
- Provide ongoing advisory support, aftercare, and training opportunities.
- Connect clients with programs, partners, and resources that help them succeed.

Build and Manage the Loan Portfolio

- Guide clients through loan applications and financing proposals.
- Conduct credit and risk analyses, prepare recommendations, and present to the Investment Review Committee.
- Draft loan agreements and ensure compliance with security requirements.
- Monitor loan clients, supporting both growth and recovery when challenges arise.

Drive Community Impact

- Collaborate with community groups, local governments, and agencies on economic development projects.
- Support training programs, workshops, and events that strengthen local business capacity.
- Represent Community Futures Nadina at networking opportunities, making connections that matter.

Keep Us Moving Forward

- Maintain accurate records in our client management system.
- Streamline processes to make services even more efficient and effective.
- Contribute your voice at staff, board, and committee meetings.

What We're Looking For

We're seeking a business-minded problem solver with the drive to make a difference.

Education & Experience

- Degree or diploma or strong experience in Business, Commerce, or a related field.
- Training or certification in business coaching, counseling, or lending.
- Experience in commercial lending, business advising, or small business ownership.
- Familiarity with rural communities and their unique challenges and opportunities.
- Familiarity with the Nadina region – asset.

Skills & Qualities

- Strong communicator with the ability to build trust and relationships.
- Confident decision-maker with solid analytical and problem-solving skills.
- Positive, proactive, and opportunity focused.
- Comfortable working both independently and as part of a small, supportive team.
- Proficient with Microsoft Office (Excel & Word) and skilled in organization and file management.
- Ability to learn applicable reporting software.
- Flexible and adaptable—able to travel within the Nadina region as needed.

Why You'll Love Working With Us

- **Impactful Work:** Help entrepreneurs succeed and directly strengthen local communities.
- **Growth Opportunities:** Gain experience in lending, advising, and community economic development.
- **Supportive Team:** Join a collaborative, dedicated, and passionate group of professionals.
- **Work-Life Balance:** Enjoy flexible work hours and locations with limited evening and weekend commitments.
- **Hours:** 30 hours per week – Monday to Thursday
- **Competitive Pay & Benefits:** Earn \$30–\$36/hour depending on experience, plus a full benefits package.

Location: Training will primarily take place in Houston, service the Nadina region and be based out of Smithers once trained. A valid driver's license and vehicle is required for regional travel. Compensation for travel is provided. If you're ready to use your skills to help businesses succeed, empower entrepreneurs, and shape the future of the Nadina region, we'd love to hear from you.

Send resume with cover letter to kmartinsen@cfnadina.ca

Full Job description available on request.

Position will remain open until the position is filled.