



EMPLOYMENT OPPORTUNITY

Job Title: Business Advisor
Location: Fort Frances, Ontario and throughout the Rainy River District
Job Type: Full-Time, Permanent

About Us:

RRFDC is part of the Community Futures Program. We are one of 267 non-profit offices across Canada that provide small business services to people living in rural and remote communities. Our mandate is to promote and support entrepreneurship, solution-based lending, and community partnerships in the pursuit of regional economic development.

Job Description:

We are seeking a dynamic and experienced Business Advisor to join our team. As a Business Advisor, you will play a crucial role in providing strategic guidance and support to our clients to help them achieve their business goals. The ideal candidate will have a strong background and/or education in business, excellent communication skills, and a passion for helping businesses thrive.

Responsibilities

- Counseling small business owners and individuals looking to start a business in the Rainy River District.
- General knowledge of available business start-up programs, and relevant small business services.
- Facilitate and deliver small business workshops and training in the Rainy River District.
- Assisting clients to complete their business plans and applications for financing.
- Reviewing, analyzing, and assessing applications for consideration by the Business Investment Committee and Board of Directors.
- Implementing new loans and managing the existing investment portfolio.
- Completing client visits, community outreach and promotion of the RRFDC services at various community and networking events.
- Compile monthly activity reports for board meetings and quarterly reports to FedNor.

Ideal Candidate Qualifications

- Post-secondary diploma or degree in business, commerce, or finance or equivalent work experience.
- Entrepreneurial experience or previous business ownership an asset.
- Experience in business counseling, lending, and loan management including security registration.
- Proficiency in computer software programs including Microsoft Office 365 and willingness to learn a loan management system.
- Strong analytical skills and ability to review business plans and financial statements.
- Ability to problem solve and detail oriented.
- Excellent written and oral communication skills, public speaking, and ability to facilitate and deliver small business workshops and training.
- A valid drivers license and access to a vehicle.
- Successful applicant will be required to provide a Vulnerable Sector Check (VSC).



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation



Compensation

Permanent full-time position. The starting annual salary range for this position is \$50,000-\$60,000 depending on experience and qualifications. Job shadowing and training is available. Benefits include up to 3% contribution to a self-directed RSP, health, dental and vision coverage starting after 3-months of employment.

Hours of Operation

Office hours are Monday to Friday, 8:30 am to 430 pm and may require working occasional evenings or weekends to cover community events and/or workshops and training. You will primarily work from our office in Fort Frances and will also attend client visits and community events throughout the Rainy River District.

Application Deadline

This job opportunity will remain open until a successful candidate has been hired.

How to Apply

Please submit your resume and cover letter detailing your relevant experience and why you are the idea candidate for this position to:

Angela Halvorsen Smith
Executive Director
Rainy River Future Development Corporation
601 Mowat Avenue
Fort Frances, ON P9A 1Z2
Email: angela@rrfdc.on.ca

"RRFDC wishes to thank all applicants; however, only those selected for an interview will be contacted. RRFDC is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format upon request."