



Job Opportunity: Business Development Officer

Community Futures East Interlake Inc. Location: Gimli, Manitoba

Position Type: Full-time (37.5 hours per week), In-Office

Community Futures East Interlake Inc. is seeking a motivated and community-minded **Business Development Officer** to join our team in Gimli, MB. If you are passionate about supporting entrepreneurs, strengthening rural economies, and using your financial and analytical skills to help small businesses succeed, we want to hear from you.

About the Role

The Business Development Officer provides **business advisory services, loan assessment, and portfolio management** to support entrepreneurs and small businesses across the East Interlake region. This is an in-office role with some regional travel required.

Salary & Benefits

Salary Range: \$60,000 – \$75,000 per year, commensurate with experience and qualifications.

Benefits:

- Comprehensive health, dental, and vision coverage
- Employer-matched RRSP contribution program
- Professional development and training opportunities
- Mileage reimbursement for approved travel

What You'll Do

Business Advisory & Client Support

- Provide one-on-one advisory services to entrepreneurs, start-ups, and small businesses.
- Review business plans for feasibility and alignment with lending criteria.
- Support clients through the loan application process, including financial analysis and risk assessment.
- Deliver workshops or training sessions on business planning, financial literacy, marketing, and related topics.

Loan Portfolio Management & Financial Analysis

- Conduct financial analyses, including cash-flow projections and credit risk evaluations.
- Prepare loan assessment reports and recommendations for the Loans Committee.
- Monitor active loan files and support clients in maintaining healthy repayment plans.
- Identify early warning signs of business distress and provide proactive support.
- Manage collections, arrears, and loan restructuring when required.
- Maintain accurate loan records in internal systems (e.g., TEA).

Program Development & Administration

- Support the delivery and evaluation of business support programs, grants, and training initiatives.

- Track program metrics and assist with reporting to funders.
- Contribute to improving internal processes and service delivery.
- Represent Community Futures at business events and stakeholder meetings.
- Assist the General Manager with special projects.

What You Bring

Education & Experience

- Diploma or degree in Business Administration, Commerce, Economics, Finance, or a related field; or a combination of education and experience.
- Knowledge of small business operations, financial statements, and cash-flow management.
- Experience in commercial lending, financial analysis, or business advisory is preferred.
- Experience working with entrepreneurs or rural communities is an asset.

Skills & Competencies

- Strong financial analysis skills and the ability to interpret financial statements.
- Excellent written and verbal communication skills.
- Strong research and analytical abilities.
- Ability to build relationships and work collaboratively with diverse stakeholders.
- Proficiency with Microsoft Office and database systems.
- Strong organizational skills with the ability to manage multiple priorities.
- Ability to work independently with sound judgment.

Personal Attributes

- Community-oriented, collaborative, and committed to rural economic development.
- Detail-oriented, analytical, adaptable, and proactive.

Working Conditions

- Full-time, in-office position located in Gimli, MB.
- Some travel within the region for client visits and events.
- Occasional evening or weekend work will be required.
- Travel for training or events may involve overnight stays.

Other Requirements

- Access to a reliable vehicle and a valid driver's license.
- Ability to pass a criminal record check, vulnerable persons check, and child abuse registry check.

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest in the position to:
gm@eastinterlake.com

Applications will be accepted until **June 25, 2026** or until the position is filled.

Community Futures East Interlake Inc. is committed to providing an inclusive, accessible, and barrier-free recruitment and selection process. Accommodations are available upon request for candidates taking part in all aspects of the hiring process. If you require accommodation, please contact us and we will work with you to meet your needs.