

Business Development Officer

Community Futures North Fraser – Mission, BC
Full-Time | \$30–\$35/hour

Make a difference in your community while supporting local businesses to grow and succeed.

Community Futures North Fraser (CFNF) is a community-based, federally funded organization dedicated to supporting small businesses and strengthening the local economy. We provide business financing, advisory services, and community economic development initiatives throughout the North Fraser region.

We are seeking a Business Development Officer who brings strong financial acumen, a passion for supporting entrepreneurs, and the ability to build meaningful relationships across the community. This role blends lending, business advisory, and community engagement, offering a unique opportunity to contribute directly to regional economic growth.

About the Role

Reporting to the Executive Director, the Business Development Officer plays a key role in delivering CFNF's lending and business support services. You will work closely with entrepreneurs, community partners, and internal stakeholders to assess opportunities, provide guidance, and manage a diverse loan portfolio.

This is a dynamic role that combines financial analysis with hands-on client support and community engagement.

Key Responsibilities

Business Development & Community Engagement

- Build and maintain strong relationships with entrepreneurs, lenders, and community partners
- Support outreach efforts and represent CFNF in the community
- Contribute to the development and delivery of workshops and business support programming

Lending & Credit Analysis

- Review and assess loan applications, including financial analysis and risk evaluation
- Prepare recommendations for review by the Executive Director and Loans Committee
- Support the adjudication process and ensure accurate documentation

Client Advisory & Support

- Provide guidance to entrepreneurs on business planning, financial management, and growth strategies
- Conduct regular client follow-ups and site visits to support business success
- Respond to client needs with professionalism, responsiveness, and sound judgment

Portfolio Management

- Monitor and maintain the loan portfolio, including tracking performance and identifying risks
- Ensure all documentation, reporting, and compliance requirements are met
- Support ongoing improvements to lending practices and policies

Reporting & Administration

- Assist in preparing monthly reports, loan summaries, and portfolio updates
- Maintain accurate records and reporting within internal systems (FERN)
- Support internal planning, budgeting, and program evaluation activities

What YouBring

- Experience in commercial lending, financial analysis, or business advisory
- Strong understanding of financial statements, risk assessment, and lending practices
- Ability to build trust and communicate effectively with a diverse client base
- Excellent organizational and time management skills
- A collaborative approach and commitment to supporting community economic development

Preferred Qualifications

- Post-secondary education in business, finance, or a related field
- 3+ years of experience in lending, finance, or business support
- Experience working with small businesses or entrepreneurs

Additional Requirements

- Ability to travel within the region (vehicle required)
- Participation in meetings and occasional evening and weekend commitments

What We Offer

- Competitive hourly wage (\$30–\$35/hour)
- Comprehensive benefits package (health, dental, RRSP matching)
- Meaningful work that directly impacts local businesses and communities
- A collaborative and supportive team environment

Apply

If you are passionate about supporting entrepreneurs and contributing to the economic strength of your community, we encourage you to apply.

Please submit your cover letter and resume to Gwen Schmidt, Executive Director, gschmidt@northfraser.org