

Business Development Consultant
Contract up to 12 Months
(Possibility of Contract Extension)

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to job seekers including adults, foreign trained professionals, newcomers to Canada, persons with disabilities, women, youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. Our Mission: JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth services.

Scope of Position: Reporting to the Executive Director and as a member of the Senior Management Team, the Business Development Consultant, in consultation with the Director, Programs and Strategic Initiatives, creates and seeks innovative opportunities to both increase and diversify JobStart's funding with a focus on developing corporate sponsors and increasing agency revenue. The Business Development Consultant works within JobStart's long-term organizational strategic goals to source major gifts, corporate donations, grant solicitations and develop new partnerships. The position provides insight into current financial and not-for-profit (NPO) market conditions and partnership opportunities. Success measures are target-focused with revenue generation expectations and milestones.

Key Responsibilities:

- Create and lead JobStart's new Business Development strategy and be the key point of contact
- Attend required meetings with funding prospects to increase/maximize relationships
- Develop Value Proposition Statement for JobStart; understand the competitive landscape and leverage organizational expertise to identify emerging needs of the market
- Prospect for potential funding and corporate and non-profit agency partnership opportunities within the GTA and convert financial growth to mutually beneficial outcomes
- Make contacts to develop a robust pipeline of funding opportunities, search for RFP's and prepare responses
- Plan, schedule, initiate revenue generating project timelines/milestones, track project milestones/deliverables
- Provide regular reporting on all activities, results and opportunities to key stakeholders, leadership and the Executive Director
- Able to identify, prospect and contact high-level decision makers
- Coordinate meetings between potential funding relationship decision makers and JobStart Senior management
- Work with management team to develop proposals relevant to JobStart's current priorities
- Create and maintain database of funding prospects
- Execute positive, persuasive discussions/negotiations to retain, enhance, develop new partnerships/relationships
- Align JobStart's business development activities with JobStart's mission, values, customers and capabilities
- Attend industry functions, such as business events and conferences, and provide feedback and information to capitalize on market trends and new connections to the Executive Director
- Consult with management to develop new services/social enterprise opportunities/funding channels
- Identify opportunities which may lead to an enhancement/expansion of JobStart services and client base
- Identify and develop unique marketing tactics and differentiators using market knowledge
- Collaborate with Director, Programs and Strategic Initiatives to prepare an initial outline, a detailed action plan, that includes targets, timelines and milestones to achieve the purpose of the position

Skills and Qualifications:

- The position requires a thorough knowledge of NPO sector, businesses and services in the community.

- Minimum of 5 years of business development/marketing/fundraising experience with a demonstrated record of success at generating new revenue
- A degree in Business Management/Business Administration/Project Management
- Grant Writing experience an asset
- Proven communication (written and oral) , MS Office, using Social Media platforms for business purposes
- Demonstrated knowledge / experience directly related to revenue generation
- Working knowledge of federal and provincial legislation affecting charities
- Superior networking, negotiations, prospecting, public speaking, and research experience
- A team player with a positive attitude – a proven performer who embraces and rises to the challenge of performance targets and takes personal gratification in meeting and exceeding targets
- Excellent attention to detail while simultaneously focusing on the big picture
- Strong interpersonal skills and an aptitude for relationship-building to develop and maintain positive relationships with persons, organizations, and agencies pertinent to JobStart
- Demonstrated effective presentation skills

Other Requirements:

- Early morning, evening hours and weekends are occasionally required
- Must be able to travel within GTA. Valid driver's license and access to vehicle is strongly preferred
- Other duties may be required for involvement in special projects.

Hours of Work: Flexible Work Week – To Discuss
Start Date: October 30, 2017
Salary: State Salary Compensation Expectations in Cover Letter
Closing Date: September 29, 2017

Send Letter of Interest and Resume to:

**Human Resources,
 JobStart,
 41 Chauncey Avenue,
 Toronto, Ontario M8Z 2Z2**

Or

Email: hrdirector@jobstartworks.org

No phone calls please.

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required. JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JobStart strives to represent the diversity of the community in our hiring practices.

We thank all applicants for their interest. Only those who meet the qualifications above and are receiving serious consideration; will be contacted for an interview.