

# BUSINESS ANALYST POSITION

Community Futures Westman

Brandon, Manitoba

Community Futures Westman is a not for profit community economic development organization operating in Southwest Manitoba (serving 29 municipalities and the City of Brandon), home to approximately 130,000 people. CF Westman provides business counselling, lending, business information services to entrepreneurs as well as overall leadership in community economic development. CF Westman owns and operates the Westman Entrepreneurial Centre, a commercial venture that provides office space on both long and short term leases.

## THE POSITION

Reporting to the Executive Director, the Business Analyst is responsible for the management of the investment funds portfolio and ensuring targets are reached annually, assisting clients in business planning and business development and coaching, counselling and mentoring to new and existing clients.

The Executive Director will regularly be engaged by:

- Respond to initial inquiries regarding specific financing requirements, business ideas, funding options, and general information pertaining to Community Futures' services.
- Provide guidance and information in the development of business plans, cash flows, and/or loan applications, on business taxes and regulations, on government programs and other financing options and about general business topic areas.
- Develop and maintain a network of referral sources (e.g. banks, insurance agents, partners, etc.) through an effective strategy of community involvement and stakeholder presentations to achieve loan growth objectives.
- Identify existing growth-oriented businesses that could help grow our local economy with assistance from our Community Futures organization.

## JOB REQUIREMENTS

- Post-Secondary education in Business or a related field
- Experience in related fields including business management, business ownership, small business lending or economic development and community development
- Confidentiality, professionalism, dependability, integrity and independent and collaborative decision-making
- Exceptional organizational skills and well-developed communication skills: written, verbal, presentation.
- Above average computer skills: Windows 10, Microsoft Office, and internet research proficiency

Applicants must be bondable and willing to travel as required (valid license and reliable vehicle required). The compensation package, group benefits and RRSP will be negotiated commensurate with experience. To submit your resume, please email: [accounts@cfwestman.ca](mailto:accounts@cfwestman.ca) by to January 20, 2022.

For more information on CF Westman and a detailed position description visit: [cfmanitoba.ca/westman](http://cfmanitoba.ca/westman)