



## EMPLOYMENT OPPORTUNITY

### BUSINESS DEVELOPMENT OFFICER

<b>POSITION TITLE</b>	Business Development Officer
<b>DEPARTMENT</b>	Business Operations
<b>SALARY</b>	Salary is dependant on qualifications and experience
<b>TERM</b>	Term/Full-Time/40 Hours Per Week – 1-year contract with the possibility of renewal
<b>LOCATION</b>	Dependant on the successful candidate’s location
<b>ESTIMATED START DATE</b>	June 2026

Wasoqopa’q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. Spread throughout the Southwestern regions of Nova Scotia, Wasoqopa’q First Nation spans five counties from Yarmouth to Halifax, encompasses six (6) reserves and has locations in both rural and urban settings.

Wasoqopa’q First Nation is *“welcoming, inclusive and is a multigenerational Mi’kmaw Nation that is unique and successful at protecting its waterways and lands, and values the traditions, people, culture and spirituality, while carefully utilizing its assets and strengths for sustainability, jobs, culture and recreation.”*

Through community and economic development initiatives, programs and services, Wasoqopa’q First Nation continues to grow, enhancing the social and economic well-being of the Nation.

#### **POSITION OVERVIEW AND OBJECTIVE**

WFN is currently recruiting for a Business Development Officer, reporting to the Executive Director and in working with the Wasoqopa’q First Nation (WFN) Economic Development Committee, is responsible for identifying, developing and supporting business development opportunities, including new and existing business growth, partnerships, and joint ventures, funding and investment opportunities, to support WFN growth and revenue generation, in accordance with WFN’s culture, vision and values.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

- Identifies business and investment options, that support WFN goals, vision and values
- Conducts market research, monitors industry trends and emerging markets to identify potential areas of opportunity
- Analyzes business plans, reports and financial information, including cost-benefit analysis, and risk assessments to determine feasibility and appropriateness for business development and investment opportunities
- Develops business cases and proposals for new business development, partnerships and or joint ventures
- Prepares, in collaboration with WFN Finance, revenue projections and forecasts to support considerations for business development opportunities
- Provides recommendations to WFN Economic Development Committee regarding new and existing expansion business opportunities, investments, partnerships and or ventures



- Meets monthly with WFN Economic Development Committee, providing monthly reports of current projects, opportunities, investments and funding
- Identifies, researches and analyzes new business opportunities, partnerships, and or joint ventures that support WFN growth and revenue generation
- Prepares, in coordination with legal services, business partnership arrangements such as MOUs, Letters of Intent, joint ventures and other documents to secure partnerships
- Establishes and maintains strong relationships with partners, investors and funders
- Represents WFN at conferences, tradeshow and networking opportunities to promote partnerships, ventures and business opportunities
- Leads grant and fund sourcing, preparing and submitting proposals and business plans, and associated reporting requirements
- Supports, in collaboration with the WFN Economic Development Committee, contract negotiations and agreements with contractors and service providers to support new and or existing business expansion opportunities
- Lead the development of preparing presentations, materials, and supporting documentation for the WFN Economic Development Committee and WFN Chief and Council and engagement with community as required
- Adhere to all Wasoqopa'q First Nation Policies, and Procedures
- Working in a team environment, other duties, training and activities related to the position, as required

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#### **QUALIFICATIONS**

- Diploma or Degree in Business Administration, Commerce, Economics, Marketing or a related field or equivalent combination in education and experience may be considered
- Minimum 3-5 years of experience in business development, preferably in an Indigenous setting
- Understanding of First Nation governance structures
- Knowledge and experience working in a Mi'kmaw community and other First Nations is preferred
- Good understanding of business, marketing, and accounting principles
- Occupational Health & Safety knowledge and training is an asset
- Valid Driver's License and reliable transportation is required
- Criminal Record Check is required upon hiring

#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Excellent research, analytical, financial, strategic thinking and analytical abilities
- Strong multitasking skills, ability to meet deadlines
- Excellent negotiation, communication and interpersonal skills
- Demonstrated effective time management and organization skills
- Strong public speaking, presentation, and facilitation skills
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Proficient in Microsoft Office and financial reporting tools
- Solid business acumen, ability to understand and deal effectively with a variety of business risks and opportunities
- Demonstrated adherence to integrity and sincerity
- A commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion



## WORKING CONDITIONS

- Hours of work are expected to occur Monday to Thursday 8:00am to 5:00pm, 40 hours per week, inclusive
  - Note: Hours days of week are subject to change dependant on future WFN business development structural advancements
- Travel and meetings to pursue opportunities are subject to fall outside of regular working hours
- Travel is required to attend meetings, conferences, information sessions, and on-site visits to properties/assets/ construction sites
- A valid driver's license is required, as is access to a vehicle
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work with office equipment and computer can occur

## APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote BDO# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

## DEADLINE TO APPLY

**Deadline to Apply: May 21, 2026**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***