

**VisionQuest Advisors** is a consulting company serving Western Canada and exclusively Indigenous governments and organizations. We develop place-based projects with lasting benefits to the community. We take projects from idea to construction and full operation, and we also offer a comprehensive scope of services.

Our company is looking to hire an **Economic Development Advisor** who plays a pivotal role in advancing business growth and economic independence in the communities we serve. This position works directly with clients, funders, and interest holders to identify opportunities, provide guidance, and support linking knowledge to action.

Our perfect teammate is passionate about entrepreneurship and community growth. They will thrive in a dynamic atmosphere, be innovative and detail-oriented, and have exceptional communication skills and financial literacy. They can manage multiple priorities while consistently meeting deadlines. If you can do all of this, with a smile and sense of humour, the position is probably meant for you!

<b>Location:</b>	Kamloops Office (strongly preferred) or Remote (exceptional candidates residing within BC and accessible to our main office)
<b>Reporting:</b>	Managing Director and/or Principal
<b>Wage/Salary:</b>	\$90,000 DOE
<b>Terms:</b>	Full-Time Permanent Position
<b>Benefits:</b>	Three Weeks Paid Vacation, Medical and Dental Group Plan
<b>Start Date:</b>	As soon as possible, with a flexible start date

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## Qualifications

- Post-secondary education in a related field and a minimum of two years of employment in similar positions.
- Advanced computer skills, with proficient knowledge of MO365 programs, particularly Excel.
- Professional written and presentation communications skills, customized to the needs of diverse audiences.
- Exceptional attention to detail and commitment to service excellence, accuracy, and confidentiality.
- Resourceful and a self-starter. Adept at prioritizing, scheduling, organizing, and meeting deadlines.
- Knowledge and understanding of economic development and community economic development principles.
- Exceptional financial literacy and strong business planning skills.
- Experience working in business development and client relationship management.
- Previous experience working with a variety of client groups, namely Indigenous, is considered an asset.
- Valid Class 5 BC Driver's License and occasional work-related travel are required

## Responsibilities:

- **Economic Development Planning:** Support clients in all aspects of economic and strategic planning. This may include work (i.e., research, writing, analysis, and presentation) with community economic development and/or strategic planning, corporate structure and governance, and opportunity assessment/forecasting. Facilitate participation.
- **Feasibility Analysis and Business Planning:** Conduct primary and secondary research. Prepare studies, plans, reports and presentations. Develop financial models, proformas, and financial analysis. Assess opportunities and develop recommendation(s). Provide consultation on planning and starting new businesses. Facilitate participation.
- **Financing Plans and Applications:** Develop a good knowledge of funding opportunities and industry trends that would have a strong impact on new business leads and/or current projects. Assist or lead the preparation of grant and financing applications. This will include a range of programs as well as traditional lenders.

- **Grant and Government Report Writing:** Prepare and submit reports to grant sources and/or government bodies. This may include and is not limited to progress and/or closeout reports.
- **Business Development and Proposal Writing:** Work directly with the Principal and Managing Director to generate new leads and convert leads to clients/projects. This will include, for example, networking, special events, proposal development and presentation, and drafting contracts and other related documentation.
- **Team Player:** Cooperate positively to the development of the company by providing required assistance to relevant staff and partners. Reflect the company's values and represent the company positively and professionally.

**Applications:**

Applications through online career websites (e.g., LinkedIn and Indeed) will not be reviewed. Please submit your cover letter and resume marked "Economic Development Advisor" to [careers@visionquestbc.ca](mailto:careers@visionquestbc.ca). We ask that you identify education and/or experience that directly relates to the Job Responsibilities as listed. We will review and shortlist applications as received. Thank you to all those applicants; only those selected for an interview will be contacted.