**Cumberland Business Accelerator Coordinator**

**Purpose**

The Cumberland Business Connector is looking for a driven multi-talented person to fill a dynamic and evolving role. As Coordinator of the Cumberland Business Accelerator program, your primary role is to provide extensive business advice and coaching support to approximately 20 small and medium sized businesses who are enrolled in the expanded Cumberland Business Accelerator Program. This unique program provides extensive one on one coaching to businesses with high growth potential. Each business is expected to be in the program for approximately 15-18 months. This program is targeted to businesses that have been in operation for at least two years and are scalable.

The central role is to connect with local business owners/managers, understand their challenges and where there are gaps that will hinder the businesses’ growth potential. In addition to gaps in the business plan (marketing, human resources, financial, etc.) attention will be focused on other skills such as time management and focus, leadership skills, prioritizing problems to be solved, knowing who the business’ key customers are and how to better meet their customer needs. This coordinator role will provide valuable support and business coaching services.

In addition to the one on one business support role, an additional responsibility is to arrange and facilitate networking and training workshops for these businesses to address common needs. The frequency will vary, but it is anticipated that this will occur at least once every three months.

This is a challenging and fast-paced work environment and requires someone who can adapt to address very different needs between different businesses and different business sectors.

**Strategic Thinking & Leadership**

* Be involved and familiar with the community and the people who contribute to it.
* Analyze problems and seek out innovative solutions.
* Facilitate meetings, gather input, and data with the knowledge to use that information to assist the businesses in the region.
* Possess a positive, optimistic attitude.
* analyze and condense information in a logical way to provide clear and concise guidance.

**Communication**

* Prepare well thought out ideas.
* Have research skills.
* Network with communities, economic development professionals and a wide variety of other organizations.
* Speak in front of groups, facilitate meetings and translate outcomes into action items
* Work effectively with community leaders, diverse community groups, and all levels of government.

​**Duties & Responsibilities**

* Support businesses who are in the Cumberland Business Accelerator Program by:
  + Helping business owners assess their own strengths and weaknesses
  + Help business owners assess the business’s strengths and weaknesses
  + Once gaps are identified assist owners identify possible solutions
  + Focus on Key Performance Indicators as a way to improve processes and profit
  + Maintain focus and minimize distractions
* Help businesses navigate businesses services to support their growth and expansion.

**Skills & Qualifications**

* A good knowledge of small town and rural business
* Requires knowledge of local business support services as well as knowledge of local and regional economic development opportunities.
* Extensive experience in business management and / or working in a supporting business development role
* A team player
* Methodical and organized
* Requires a university or college degree/diploma preferably in a related discipline (Planning, Business, Engineering or Economics). This may be waived for persons with extensive experience in business management and / or business training
* Strong presentation and analytical skills.
* Valid Driver’s License and current driving abstract.
* Experience in the economic development field or in business development is an asset
* Business Retention and Expansion (BRE) Training would be considered an asset but not a requirement

**Outcomes**

The outcomes of the Coordinator’s work with individual companies include:

* an increased rate of business survival and growth in the COVID / post COVID world compared to the industry average survival rate.
* Documented improvements to Key Performance Indicators including:
  + Revenue Growth
  + Cost Reductions
  + Optimal Profitability
  + Expanded Workforce
  + Process Improvements
  + Funding Support for Expansion

**Working Conditions**

The Coordinator will be based in the Cumberland Region and will work in both an office environment and in the field and will work a standard work week. Flexibility in working hours is required as some work will happen outside the standard work week. Travel throughout the region will be required.

The Coordinator must be self directed but still function well as a team player. The Coordinator will report to the CEO of the Cumberland Business Connector and will be an integral member of a small team that is working to remove barriers to business success throughout the Cumberland Region. From time to time, the Coordinator will assist other members of the Cumberland Business Connector in a supporting role, and other members of the team will support the Coordinator as required.

**Compensation**

A competitive salary/contract will be offered based on qualifications and experience. The salary will be in the $50,000 - $56,000 per year range. A cost shared health and dental plan will be provided. This contract will be for an initial 18 month term (with the possibility of renewal).

**Contact**

Please send your cover letter and resume to [jonathan@cumberlandbusinessconnector.ca](mailto:jonathan@cumberlandbusinessconnector.ca)

Only those scheduled for an interview will be contacted