

Business Development Coordinator

Community Development

Full Time, Term (June 1/25, to June 30/27)

Brandon or Winnipeg, MB

Comp #116-24/25

Salary: \$67,370 to \$86,635 annually (\$35.74 to \$45.96 hourly)

Classification: Program Coordinator Extension Services 1

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

Reporting to the Dean of Community Development, the Business Development Coordinator is responsible for driving program growth by generating new leads through proactive outreach and engagement. This position is focused on developing partnerships that enhance the College's capacity and expand its impact across the province. Creative writing in the form of proposal writing is a key requirement.

The Business Development Coordinator will strategically position the College to remain top of mind within key communities and sectors, while ensuring timely, professional responses to external inquiries. The Coordinator will work collaboratively with internal stakeholders and externally with partners, funders, and community organizations.

Some Key Responsibilities:

- Strategic growth and program development: Contributes to the development of strategic and mid-range growth plans.
- Budget management of programs: Develop proposal budgets/IDENTS aligned with operating margin targets as established with the Dean.
- Research and Development: Research funding and grant opportunities for program development and delivery.
- Program development: Collaborate with academic Schools to develop new courses and programs that meet community needs.
- Marketing and Communications: Coordinate with Communications and Marketing teams to develop targeted marketing materials and outreach strategies.
- Community and Industry Liaison: Build and maintain strong relationships with industry, community organizations, and funding agencies to identify contract training and partnership opportunities.
- Administration and Other: Work closely with Finance and Human Resources to ensure all proposals comply with College policies.

Some Qualifications:

- ▶ Degree in relevant field (example: Education, Business, or may consider other relevant education and experience)



- ▶ Demonstrated entrepreneurial mindset with experience in business development, stakeholder engagement, and proposal writing.
- ▶ Proven success in cultivating and managing stakeholder relationships.
- ▶ Strong cross-cultural competencies, with the ability to build trust with Indigenous and diverse communities.
- ▶ Deep understanding of the education and training environment within Manitoba.
- ▶ Ability to reliably interpret and apply College policies and procedures.
- ▶ Superior oral, written, analytical, and technical communication skills.
- ▶ Strong problem-solving, organizational, and planning abilities.
- ▶ Proficiency in project management and the ability to manage multiple priorities simultaneously.

This competition will remain open until the position is filled.

Discover full details about the position, please visit our careers website at www.assiniboine.net/careers.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.



How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.