



## Employment Opportunity

**Position:** Director, Partnership and Business Development  
**Location:** Remote (work from home) & Site Visits  
**Schedule:** Full Time  
**Closing Date:** Until position has been filled

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The Director, Partnership and Business Development is responsible for increasing Tahltan Nation Development Corporation (TNDC) revenues by identifying, establishing, and growing business partnerships between TNDC and other organizations.

### Responsibilities

Reporting to the Chief Executive Officer (CEO) with a dotted line to the VP of Construction, responsibilities include, but are not limited to:

#### A. Opportunity Identification

- Develop and maintain strong awareness of the geographic and industry trends that TNDC can maximize
- Research and identify new market and/or new partnership opportunities

#### B. Partnership Establishment

- Develop the business case for a new market expansion and/or new partnership establishment
- Identify potential partners that align with TNDC's values and strategic objectives
- Build relationships with potential partners to establish an appropriate business structure
- Work with the CEO, VP Construction and Senior leadership team, negotiate a final agreement that meets all needs

#### C. Partnership Management

- Manage key partner relationships and work to build new ones
- Provide relevant and timely updates on the partnerships for the CEO and the Board of Directors

#### D. Leadership

- Oversee operational aspects of partnership agreements
- Provide daily direction to the team, with a focus on building knowledge and skills
- Ensure that all positions are staffed with qualified employees, with the consideration for the development of Tahltan Nation members in accordance with TNDC's hiring preference
- Ensure the team is cross trained to create redundancies and minimize operational risks
- Adhere to TNDC's HR Manual when recruiting, supervising, evaluating and performance managing staff
- Provide coaching and feedback to the team on a frequent basis to help them grow and take on additional projects

#### E. Special Projects

- Work with the VP Construction on special projects as required

#### F. Other related duties as required by the organization

### **Qualifications and experience**

- Bachelor's degree in business management or a related field preferred
- proven experience in a managerial role with sales, marketing or partnership responsibilities is required
- relevant traditional knowledge and work experience will be accepted in lieu of post-secondary education

### **Knowledge, skills, and abilities:**

- ability to build relationships quickly and effectively
- financial and business acumen, ability to evaluate a business opportunity
- negotiation skills
- excellent presentation and communication skills
- big picture thinking – ability to see opportunities in new sectors or geographies
- ability to interpret applicable legislation, and conduct research & analysis
- problem-solving attitude
- ability to meet deadlines and effectively manage stress
- ability to establish and maintain confidentiality
- self-motivated, team-player with good interpersonal skills

### **Working conditions:**

Work is predominantly carried out in an office environment, with some travel required. Regular requirement to meet critical deadlines can cause stress. Overtime may be required to ensure timely handling of issues that arise. Minimal direction is provided to resolve any conflicts or issues.

### **Conditions of Employment**

- ability to pass a mandatory pre-employment drug and alcohol screening
- willingness to sign an Oath of Confidentiality
- full disclosure of criminal record and current criminal record check
- valid class 5 Drivers' License

**Please apply to:**

Human Resources, Tahltan Nation Development Corporation

PO Box 250 | IR #9 Hwy 37N

Dease Lake, BC V0C 1L0

Fax: 250.771.5454

Email: [jobs@tndc.ca](mailto:jobs@tndc.ca)

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.