

Position Description – Business Development Coordinator (Strategy & Growth)

Position Description

Position title	Business Development Coordinator
Location	Remote - Canada
Reports to	VP Strategy & Business Development
Direct reports	N/A
Stakeholder Engagement	Internal stakeholders include WCG Exec team, and other WCG team members as required; External stakeholders include community partners, research entities and others as required
Travel requirements	Minimal

Position purpose

The Strategy & Growth Team plays a pivotal role in developing WCG's strategic initiatives, growing our business across Canada, and communicating and marketing our services to our clients, funders, partners and other external stakeholders. The Business Development Coordinator role works closely with WCG's leadership team to enact our strategy to enable better lives through provision of human services across Canada, including employment and rehabilitation services. This Business Development Coordinator role requires curiosity, creativity and the drive to make things happen.

Success measures

Strategy & Growth	<ul style="list-style-type: none"> • Timeliness and quality of input provided to BD proposal teams (measured by feedback from team members) • Stakeholder satisfaction with the quality and impact of the written briefs, presentations and reports • Timeliness and accuracy of updates to WCG's resources and strategy documents • Contributes to successful management of bid and other projects – completed on time, on budget, with high quality deliverables
Research	<ul style="list-style-type: none"> • Quality and relevance of research conducted, evaluated by the management or project lead • Completeness and accuracy of environmental scans and competitive analysis
Project Management and Administration	<ul style="list-style-type: none"> • Successful completion of projects (as Lead or team member) on time and within scope, with key milestones met • Efficiency in managing administrative tasks and project deadlines (measured by feedback from team members and project timelines) • Accuracy and up-to-date status of database information (evaluated through feedback from users) • Stakeholder satisfaction with the quality and impact of the correspondence, presentations and reports

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Core Responsibilities:

	<p>Strategy & Growth</p> <ul style="list-style-type: none"> Participate in and support WCG teams tasked with the creation and development of solicited and unsolicited proposals for new and repeat business Support the department with stakeholder engagement tracking and participation in activities/events planning and attendance Write briefs, summarize documents/research, develop PowerPoint presentations Develop and update documents and resources that relate to WCG's strategy <p>Research</p> <ul style="list-style-type: none"> Conduct desktop research that supports WCG's potential new business initiatives and projects as directed by management Perform environmental scans for current market landscape analysis and new markets, and conduct competitive analysis <p>Project Management and Administration</p> <ul style="list-style-type: none"> Provide administrative and Project Management support to the department, and lead small scale projects as required Maintain database of all organizational memberships/partnerships/key events/conferences that connect to WCG's strategy Prepare correspondence, reports and presentations as needed Records management: organize and maintain the repository of WCG Business Development documentation including RFPs and submitted proposals
<i>Other duties as required, including going beyond the job description whenever necessary</i>	

Capabilities and experience

Required:

- Experience in a business development and/or research role
- Strong research and analytical skills including ability to analyse complex/new information and develop meaningful conclusions and responses
- Advanced to intermediate skills using Microsoft Office Suite
- Familiar with using AI tools for writing/summarizing/editing activities
- Strong written communication skills including ability to produce exceptional written content for a range of audiences within tight deadlines
- Strong interpersonal, communication and teamwork skills
- Ability to work in a fast-paced environment and adapt to constant change
- Strong time management and multi-tasking skills
- Experience and skills within basic project management
- Solid understanding of confidentiality and other professional codes of conduct

Highly Preferred:

- Knowledge of delivery Canadian employment services programming
- French language (written/spoken) proficiency
- GIS mapping skills considered an asset

Education:

- A bachelor's degree in social sciences, economics, business administration or in a related discipline and/or combination of equivalent relevant education and experience

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WCG is strengthened by diversity. We are committed to achieving a workplace that is equitable and representative of Canada's diverse population. We actively work to attract, develop, and retain employees from diverse and equity-deserving backgrounds who have exceptional ability and the desire to make a difference. We continuously strive to support individual needs and differences in a work environment that is built on inclusivity and respect for everyone.

WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.