

## **JOB DESCRIPTION**

### **BUSINESS PLAN DEVELOPER**

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**Summary:** The Business Plan Developer reports directly to the Business and Loans Advisor, providing research and business writing services to local SMEs on a full-time contractual basis.

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#### **Essential Functions:**

- Meetings with potential CFDC Middlesex clients to collect information regarding their existing business and the future intentions to determine the appropriate business plan development;
- Business writing services available – marketing plans, feasibility studies, strategic planning, succession planning, business valuations;
- Prepare cash flow projections relative to SME plans;
- Conduct competitive analysis, location analysis etc for respective SME clients;
- Meet with Business and Loans Advisor to review business plan;
- Submit final copy to client;
- Promoting enhanced services attending appropriate networking and referral functions;
- Ongoing communication with SMEs.

#### **Education and Experience:**

- Post-secondary degree or diploma in Business Administration, Accounting, or the equivalent;
- Minimum 5 years in a comparative role.

#### **Knowledge, Skills and Abilities:**

- Experience in business planning and development;
- Proficient in use of MS Office Suite software;
- Proficient in use of general office equipment;
- Skilled in use of Internet;
- Possess excellent communication skills and public speaking ability;
- Strong analytical skills.

#### **Terms of Employment:**

- 35-40 hours per week. Some evening and weekend work required;
- Contract position to March 31, 2011;
- Valid driver's license, access to a vehicle on a daily basis, and travel throughout Middlesex County is required;
- The incumbent will report directly to the Business and Loans Advisor.