

# Business Development Associate and Community Outreach

## Overview

LatAm Startups is a technology non for profit accelerator located in downtown Toronto working with international startups to expand into the Canadian market. we owe our success to the efficiency of our organizational processes. To help maintain and grow our organization, we're seeking an experienced business development associate that will work to identify and nurture strategic relationships with partners or potential customers. Assist in the development of a strong pipeline of new business opportunities through direct or indirect customer contract and prospecting. The business development associate and community outreach will work with the marketing specialist and program coordinators to implement business development initiatives.

## Primary responsibilities

- Manages and delivers a multi-pronged fundraising strategy that includes submission of funding proposals to government, community and private sector contributors, securing sponsorships, coordinating special events, securing gifts in-kind and cultivating individual partners;
- Identifies and secures non-grant-related opportunities for sustainable programming for the Centre and community;
- Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity;
- Monitors and works with Operations Manager to reconcile revenues and expenses;
- Identifies funding sources for facilities as well as new and ongoing programs, projects and initiatives;
- Writes, in a timely way, well- researched grant and funding applications, reports on results and writes official reports on behalf of the organization;
- Provides expertise and support to agency staff i.e. project development, budget and proposal development, editing, submission and report writing support;
- Develops and assists in preparation and management of budgets as determined by Operations Manager;
- Creates, coordinates and supports activities that promote and support civic engagement and community organizing, such as new programs/projects i.e. community leadership program and all-candidates meetings;
- Develops with staff, consultation plans, information session design and training programs;
- Develops and manages organizational partnerships;
- Coordinates the production of seasonal/cyclical communications materials i.e. agency newsletter, timely promotion of events using social media and other vehicles in collaboration with staff.

## Qualifications

- Bachelor's degree in Business or Marketing
- Experiences in marketing and sales are added advantages
- Top skills in customer service management
- Excellent verbal and written communication skills
- Strong ability to carry out tasks with very little supervision or independently
- Strong interpersonal relationship skills
- Ability to negotiate on company's behalf
- Top presentation skills
- Ability to beat deadline
- Strong understanding of how social media works and unequaled ability to utilize such media in promoting the business organization's goods and services
- Legally able to work in Canada
- Critical thinking/problem solving skills with demonstrated good judgement
- Strong attention to detail and a strong analytical mind

**Job Type:** Full-time (30 hours a week) competitive salary + performance bonus

## Benefits

- 2-3 days a week working from home
- Casual dress
- Co-working office space close to Union Station

**Please notice we require the following to evaluate your application:**

Resume with at least two references.

Please send your resume, questions or comments to [contact@latamstartups.org](mailto:contact@latamstartups.org)

LatAm Startups is an equal opportunity employer. We celebrate diversity and strive to provide opportunities for youth, minority groups and newcomers to Canada.