



Job Title	Manager's Job Title	Department
Manager, Projects & Business Development	President & CEO	Biigtigong Dbenjgan

Manager, Projects & Business Development

Reports To

President & CEO

Job Summary

The Manager, Projects & Business Development, under the direction of the President & CEO, will be responsible for a full range of activities that will ensure the operational effectiveness and excellence of the organization. Primary responsibilities of the **The Manager, Projects & Business Development** will include conducting on-going research and analysis of the local markets, staying current in trends and innovations that may impact business interests, identifying and developing sales leads, providing advanced administrative support, and facilitating all aspects of the proposal process.

This role will manage existing clients to ensure ongoing satisfaction and retain business, and will cold-call within a defined market or geographic area to ensure continual opportunities for business growth.

Additionally, **The Manager, Projects & Business Development** will be the primary point-person responsible for planning, executing, and delivering corporate projects on time, within budget, and in accordance to specifications. To achieve these important goals, **The Manager, Projects & Business Development** will define project requirements and scope, acquire project resources, and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, clear communication of expectations to stakeholders, and upward reporting to senior management are critical tasks that must be performed throughout each project lifecycle.

For their designated projects, **The Manager, Projects & Business Development** is responsible for all aspects of project management, including startup, obtaining building permits, preparing tenders, budgets, estimates and construction schedules. **The Manager, Projects & Business Development** will work with in-house and external construction personnel to ensure project construction is executed in a timely and efficient manner while maintaining integrity of design, and will work closely with the organization to ensure feasibility and costing of projects.

Competencies

- Accountability - Takes ownership of personal workload, as well as the workload of employees under his/her direction.
- Adaptability - Adapts and responds to changing conditions, priorities, technologies, and requirements.
- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- Commitment to Health and Safety - Works in compliance with all applicable health and safety legislation and established policies and procedures.
- Communication - Expresses and transmits information with consistency and clarity.
- Conflict Management - Foresees potential conflict and takes preventative steps. Handles conflict when it arises; assisting with resolution or determining solutions.
- Continuous Improvement - Strives to improve job responsibilities through developing skills and increasing knowledge.
- Cultural Sensitivity - Promotes an inclusive environment exemplified by understanding all cultural groups.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited.
- Innovative - Able to think outside of the box in order to develop creative and new solutions or products that meet current and future needs.
- Negotiation - Gains support of ideas, proposals, and solutions from others; reaches deals and compromises on what will work best for the organization; considers other opinions while holding strong to firm directions and goals.



- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Project Management - Accurately estimates duration and level of difficulty of tasks and projects. Sets out goals, objectives, and work plans to complete tasks and projects. Determines where work needs to be delegated.
- Resource and Fiscal Management - Uses resources such as human capital, supplies, products, materials, and other useable items effectively and with foresight to available and limited funds.
- Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.
- Strategic Thinking - Analyzes and interprets the strategic direction of the organization. Has a clear and firm understanding of the vision, mission, values, and objectives of the workplace and uses that information to develop responsibilities, tasks, goals, and initiatives that align with long-term plans and growth.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- Time Management - Balances a myriad of tasks; prioritizes duties as needed.

Job Duties

- Build key customer relationships with new and existing clients
- Conduct market research and analysis specific to local markets
- Identify business opportunities, generate warm leads, and seek out partnerships
- Negotiate and close business deals
- Provide informal feedback and coaching to staff on an ongoing basis
- Oversee project management to ensure effective milestone planning and timely completion of deliverables
- Manage and monitor project resources
- Maintain shift schedules to ensure sufficient employee coverage
- Handle employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations
- Ensure that applicable project management practices are followed throughout project lifecycles
- Perform estimates and budget development for projects
- Ensure all employees are performing duties in compliance with company policies and standards for cost control, waste reduction, quality, safety, and complete and on-time delivery
- Translate strategic goals into practical actions
- Prepare and present proposals
- Participate in site and workplace inspections
- Participate in departmental planning activities
- Participate in contract negotiations and maintain ongoing relationships with a variety of vendors
- Oversee staff to ensure work is being performed according to established standards
- Monitor job progress and costs, and provide regular progress reports to management
- Monitor and coordinate activities with the client, contractors, other consultants, and the approving authority
- Meet with employees periodically to discuss progress toward work goals
- Inspect property and services to ensure compliance with licensing laws, health and safety, and other statutory requirements
- Handle customer complaints and comments
- Evaluate employee performance and provide feedback, coaching, and formal evaluations
- Evaluate efficiency of production sites to determine adequacy of personnel, equipment, and technologies used, and make changes to work schedule or equipment when necessary
- Establish methods to meet work schedules and coordinate work activities with other departments
- Establish and maintain relationships with strategic business partners and key stakeholders
- Ensure the effectiveness of employees through strategic hiring, assignment of duties, discipline, and dismissal
- Ensure that employees adhere to all health and safety regulations
- Ensure all required permits are obtained
- Develop strategic performance metrics and targets that are consistent with company goals
- Develop an annual project plan and manage these projects



- Coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly
- Analyse departmental operations and identify areas requiring improvement
- Other duties and responsibilities as required

Job Requirements

- Three years of experience in a management role/ five years of experience in a related industry
- Post-secondary degree, advanced degree, or diploma in business administration, management, or equivalent experience in a related field of businesses in which we operate
- Certifications or licences appropriate to industry
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies
- Demonstrated project management skills
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control
- Ability to delegate, set expectations, and monitor progress of all direct reports
- Ability to identify issues and implement creative and strategic solutions to overcome problems
- Excellent presentation, written, and verbal skills
- Ability to work flexible hours (weekends, overtime, and holidays) as project demands
- Understanding of industries and areas of service
- Able to create realistic schedules and meet deadlines under stress and interruptions
- Understanding of financial reports including budgetary guidelines and project expenditures
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and email required
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Ability to follow through and complete overlapping projects
- Must possess Valid Class G Ontario Driver's License (or equivalent), with clean driver's abstract/ meet insurability requirements
- Must possess and utilize personal vehicle (mileage paid as required)

Work Conditions

- Working in various environments including office, field, and industrial settings
- 24/7 availability required at times (including weekends and holidays)
- Overtime as required
- Travel as required, to and from work sites, various meeting locations including flights
- Attendance and conducting of presentations
- Interaction with employees, management, and the public at large
- Operation of desktop computer and peripherals