



Business Manager, Ottawa

Canada's Entrepreneur Gateway

The Canadian Youth Business Foundation (CYBF) is the 'go to' place for youth entrepreneurship. As a national organization, we are dedicated to growing Canada's economy one young entrepreneur at a time. We look at character not collateral, when providing youth, age 18-39, with pre-launch coaching, business resources, start-up financing and mentoring, to help them launch and sustain a successful entrepreneurial business. CYBF is the founder of G20 Young Entrepreneur Summit (G20 YES) and a founding member of the G20 Young Entrepreneurs' Alliance (G20 YEA).

Established in 1996, CYBF has invested to date in more than 5,260 young entrepreneurs, whose businesses have created more than 20,800 new jobs, \$147.4 million in tax revenue and hundreds of millions of dollars in sales and export revenue. CYBF delivers its program coast to coast through a national network of 184 community partners and more than 4,220 volunteers including business mentors. Information about CYBF is available at www.cybf.ca.

The Opportunity: Working out of a new CYBF location in Ottawa, this position will play an integral role in the continued growth of CYBF throughout the Ottawa region and in the organization's overall success. The incumbent must be an energetic individual who is willing to undertake travel throughout the region and take on responsibility for regional activities in their respective area. This position will further contribute to the development of a youth entrepreneurship portfolio throughout the region, meeting field deliverables as well as organization-wide initiatives that advance CYBF offerings and the value of entrepreneurship to Canada.

Competencies Required:

- Product Knowledge
- Relationship Management
- Territory Management
- Business Perspective

Responsibilities:

- Promote CYBF to potential young entrepreneurs throughout the Ottawa region
- Develop the Ottawa Region by the recruitment of mentors/ LRC members /community partners
- Solicit and attend speaking engagements to promote CYBF programs and offerings
- Assist in the recruitment of mentors/ LRC members /community partners
- Review, analyze and recommend loan applications
- Assist National Adjudication and Compliance teams with the completion of an application by providing required information and following up on conditions
- Communicate final CYBF approval with Community Partners and applicants to remove any outstanding conditions
- Actively develop and work closely with regional Community Partners to assist in the delivery and sustainability of CYBF programs. Provide training as needed
- Develop alliances with other like-minded organizations in the region

- Participate in additional activities including seminar delivery, special events and business planning facilitation
- Conduct presentations/ workshops to promote CYBF throughout the region

Qualifications:

- Minimum of 3 - 4 years' experience in a sales role
- Fluency in both French and English
- Strong customer focus with the ability to work with volunteers
- Experience in the small business or economic development sector
- Knowledge of issues surrounding like-minded organizations, communities and schools
- Ability to read and understand business plans as well as financial forecasts
- Excellent interpersonal and communications skills with the ability to influence
- Confident, proactive and self-motivated
- Proven customer relations management skills
- Team Oriented
- Ability to make public presentations
- General administration experience including budget management, report writing, etc.
- Knowledge of basic CYBF programs
- Must have a valid driver's license and access to a vehicle

If your skills and experience match the requirements of this position, please submit your cover letter and resume via to careers@cybf.ca by February 12, 2013

We thank all applicants for their interest but only candidates receiving serious consideration will be contacted. Candidates must follow the specified application process. No phone calls or agencies please.