

Business Development Officer Job Description

Qualifications: Currently enrolled or recently completed a diploma or bachelor's degree program in any field of study; business, marketing, or related field would be an asset, but not required

Position Description:

The Business Development Officer will play a critical role in expanding Gateway CERH's reach and sustainability by developing strategic partnerships, securing funding, and driving new initiatives. This role requires a highly motivated individual with strong communication, networking, and project management skills.

Key Responsibilities Summary:

- Build and maintain relationships with businesses, academic institutions, government agencies, and community organizations.
- Represent Gateway CERH at events and networking opportunities.
- Grant Writing and Fund Development.
- Fundraising.
- Program Expansion.
- Research and assess new initiatives and opportunities for program growth.
- Develop promotional content and enhance the organization's visibility through various platforms.
- Maintain the organization's online presence.
- Administrative and Reporting.
- Track and report on business development metrics and progress.
- Maintain a database of partners and funders, providing regular updates to leadership.

This role is pivotal in driving Gateway CERH's growth and sustainability through relationship-building, funding acquisition, and program development.

Full-time, Contract

Schedule: Monday to Friday

Application deadline:

Expected start date:

Gateway is a non-profit organization with a mission to improve rural health through research, education, and communication. Founded in 2008, we consistently hire summer students to help spread our mission values and invest in our future by supporting local bright minds.