



## **Business Development Associate**

### **About the role**

We are in search of a critical-thinking and innovative *Business Development Associate* to join an ambitious business development team. In this multi-faceted role, you'll report to the Director, Business Development and will be responsible for providing administrative support to the Corporate Partnership program, GAMA Canada, Advocis Schools and other business development efforts. This is a one-year contract with the possibility of extension.

As the Business Development Associate, you'll be applying your strong administrative talents to maintain and improve department operations and you with internal and external stakeholders to help move key projects and events forward. A champion for effective project management, you will actively seek opportunities to research, experiment and bring new ideas to the table that support solutions that stream-line and keep the business development workflow moving forward.

### **Who we are**

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 17,000 member-clients across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis visit our website at [myadvocis.ca](http://myadvocis.ca).

### **About the opportunity**

- Provide efficient and seamless administrative and resource support to multiple focused business development efforts including corporate partnerships, GAMA Canada, and academic partnerships
- Build effective working relationships with internal and external stakeholders that support business development growth
- In consultation with the Director, Business Development, implement efficiencies related to the contract and agreement management process
- Ensure the currency of agreements and associated collateral materials
- Create, improve and document policies and procedures for the department
- Schedule meetings, develop agendas, prepare briefing material, and take minutes
- Assist in the implementation of stakeholder communication
- Support the budget process with invoice tracking
- Assist with event planning and the accreditation process
- Implement and monitor the report build and distribution of statistically based metrics



### **Who we're looking for**

- In this multi-faceted role, you must have 3-5 years administrative or operational experience. A good understanding of the financial services industry is a definite plus
- You are detail-oriented and welcome other members of the team to provide feedback
- You are able to juggle multiple projects at one time, solve problems and work under pressure
- You excel at building relationships with stakeholders
- You believe in using clear, easy to understand, consistent messaging in all communications
- You have an in-depth knowledge of administrative related software, survey and presentation tools (e.g. Outlook, Excel, Word, PowerPoint,), and file management
- You have experience in using Zoom and Microsoft Teams
- You can manage your own time and focus and can prioritize requests based on impact to business and need.
- You deliver what you commit to and excel at follow-up

### **What we can offer you**

- Opportunities for professional growth and career development
- A collaborative team environment where everyone has an impact and is empowered to speak up
- A competitive salary

### **To Apply:**

Interested qualified applicants should e-mail their cover letter and resume to [resume@advocis.ca](mailto:resume@advocis.ca).

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.