

# Business Development Manager for Opiikapawiin Services LP



## Company Background

**Opiikapawiin Services LP ("OSLP")** was established by a partnership of 24 First Nations in northwestern Ontario. The 24 First Nations partnership is also the majority owner of Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial power grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Services and experience gained from the construction of the new Transmission line will allow Opiikapawiin to deliver services to new clients beyond Wataynikaneyap.

## Job Description

The Business Development Manager is a full-time, contracted professional who will be responsible for business development in order to secure and manage new contracts for OSLP. The Business Development Manager reports to the CEO of Opiikapawiin Services LP. This is a position that will evolve as the corporation grows. We are looking for a dynamic leader that has a creative mind while respecting the values and goals of the communities it represents.

***Since Opiikapawiin is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.***

## Duties and Responsibilities

### Business Development

- Identify and lead Opiikapawiin's pursuit of new contracts.
- Promote the company's services to prospective clients and communities.
- Participate as an exhibitor/booth or participate in networking opportunities attending conferences, trade shows, and business events to connect with potential partners and customers.
- Interact with clients and respond to important inquiries about the services Opiikapawiin provides.
- Conduct research to identify new markets, opportunities, or potential services and regularly report findings to CEO.
- Conduct high-level industry research and regularly report findings to CEO.
- Lead proposal development and other letters of interest in response to client request for proposals, follow up with status of submissions and opportunity. Work with Managers to gather services details, resources, etc for the development of the proposals and agreements.
- Establish and maintain business relationships and agreements.

- Review contracts to ensure corporate, financial guidelines, work with legal to finalize contracts.
- Register OSLP and its services on various Indigenous Business Databases/Directories.

#### Corporate Strategy

- Execute, oversee, and regularly update Opiikapawiin's business strategy and long term sustainability plans.
- Develop presentations for community engagement and update sustainability strategy from community input and feedback. Travel and attend community engagement sessions with team.
- Ensure marketing and communications materials and medium for new business services are aligned with corporate strategy.
- Assist with updating communications and marketing materials.
- Building trust and rapport with clients and maintain positive professional relationships.
- Provide information on services and programs to businesses and communities.
- Able and willing to meet clients in respective communities as required within budget constraints.
- Maintain open, two-way communication and meaningful dialogue that respects community protocols.
- Lead development of any updated mission and vision statements and other required statements to enhance the Opiikapawiin brand.

#### Collaboration

- Work with finance department to develop, manage and report budgeting on Business Development activities.
- Coordinate meetings with management to set growth targets and outline actionable steps, create pitches, RFP responses, and agreements, align campaigns and messaging.
- Provides over-all guidance to the client and potential clients.
- Attends internal or external meetings as required
- Provide updates and reporting to CEO, Board of Directors, Executive Council and various groups as required.

#### Supporting contracted work requirements

- Complete any OSLP work requirements related to business workshops, identifying Indigenous businesses, supporting the maintenance of the business directories or community equipment registry, other work to meet the OSLP obligations in their service agreements with clients.

#### Other duties may include:

- Work with other Opiikapawiin Managers and team members at times of high activity.
- Participate in other meetings as required.
- Other duties to support the Opiikapawiin project teams.

### **Qualifications**

#### Education & Experience:

- A post-secondary diploma or degree in Business, Accounting and/or Community Economic Development, and/or with a minimum of five (5) years' experience of business development. A designation and/or graduate program (Masters) would be considered an asset.

#### Other Skills and Abilities:

- Strong business planning, financial analysis, and business assessment skills.
- Strong grasp of economic development concepts related to opportunity identification, business structure, financing, entrepreneurship, social enterprise and capacity development.
- Excellent time management skills, multi-tasking ability, organizational, planning, and interpersonal skills.
- Strong problem identification, problem-solving skills.
- Strong understanding of Indigenous culture in Northwestern Ontario and protocols.
- Experience working in First Nation communities and with Indigenous peoples.
- Knowledge of the economic, social, and political environment of Northwestern Ontario and/or experience with remote community realities.
- Knowledge of the various funding programs and application process.
- Proficient written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is not required but considered an asset.
- Computer literacy and knowledge of software with a strong proficiency with Microsoft Office applications including Microsoft Project.
- Knowledge of databases and database software.
- Valid Class G Driver's license.

#### **Employment Type, Location**

300 Anemki Place, Suite "C"  
Fort William First Nation, Ontario

The Business Development Manager will work Monday to Friday within normal business hours.

#### **Compensation**

Negotiable, based on education & experience.

#### **Application & Deadline**

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others.

Applications will be accepted until September 2, 2025.

Applications must be directed by email to:

Opiikapawiin Services LP  
Attn: Lucie Edwards – Chief Executive Officer  
[l.edwards@oslp.ca](mailto:l.edwards@oslp.ca)  
Subject: OSLP Business Development Manager

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at [www.oslp.ca](http://www.oslp.ca). We wish to thank in advance all those who submit applications. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED and only the successful candidate will be notified.