 STEEL RIVER GROUP	Doc. Number	SRG
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JOB DESCRIPTION

JOB INFORMATION	
Position Title	Business Development Associate
Reports to	

Overview

The Business Development Associate has a chance to contribute to meaningful projects that have a lasting impact on communities across Canada. They will work with a supportive team environment driven by respect, trust, and collaboration. There are opportunities for personal and professional growth working with the Steel River Group of companies.


Key Responsibilities

- Identify and engage with potential partners, including First Nations, municipalities, and corporations.
- Build and maintain strong, trust-based relationships with stakeholders to explore collaborative opportunities.
- Proactively seek out new opportunities, demonstrating persistence and creativity in overcoming challenges.
- Collaborate with internal teams to create tailored proposals and solutions that meet the needs of partners.
- Represent Steel River Group in meetings, conferences, and events to showcase our mission and values.
- Maintain detailed records of outreach and progress in CRM systems.
- Undertake additional duties and tasks outside the primary scope as necessary to support the business and enhance learning.

Job Requirements

Qualifications and Experience

- A relentless, results-driven mindset with a passion for achieving and exceeding goals.
- Proven experience in business development, sales, or relationship management, preferably in roles involving Indigenous communities or partnerships.
- Knowledge of Indigenous culture, history, and economic priorities is highly desirable.
- Existing relationships or connections with First Nations, municipalities, or corporate organizations are a strong asset.
- Excellent interpersonal and communication skills, with the ability to build trust and foster collaboration.
- Strong research and organizational skills, with the ability to manage multiple projects simultaneously.

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Working Conditions

- General office environment
- This position is based out of our head office in downtown Calgary
- This position is a 40 hour work week (Monday to Thursday, 10 hour days)
- Individuals who are legally entitled to work in Canada
- Preference will be provided to Indigenous persons living in Canada

An Indigenous person is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include treaty, status, or registered Indians, as well as non-status and non-registered Indians. Our underlying mandate is to drive employment for local Indigenous and partnering communities, as we strongly believe that employment and education is essential for positive social, cultural, and economic change. We adhere to Sections 1-9 of the Aboriginal Employee Preference Policy as defined by the Canadian Human Rights Commission for selection and only selected candidates will be contacted.