

Business Development Program Manager



www.forestrycouncil.ca

201 Milton St. Nanaimo, BC

OVERVIEW

Role:	Business Development Program Manager
Reports to:	Chief Executive Officer (CEO)
Salary Range:	\$83,000 - \$105,000
Job Location:	Nanaimo or Remote within BC (Travel Required)

JOB SUMMARY

Reporting to the Chief Executive Officer, the Business Program Manager is responsible for leading the BC First Nations Forestry Council's (Forestry Council) Business Development Program and advancing strategic initiatives that support First Nations participation, ownership, and economic development within British Columbia's forest sector. The Business Program Manager is accountable for developing and implementing the First Nations Business Development Strategic Plan, establishing and leading the First Nations Business Development Steering Committee, developing annual workplans, managing program budgets, as well as overseeing the delivery of business development projects, partnerships, and services. A core responsibility of this role is providing direct one-on-one support to First Nations communities, businesses, and development corporations through opportunity identification, individualized case management, advisory services, resource navigation, and implementation support.

As the primary internal lead for the Business Development Program, the position provides leadership for the Opportunity Register, business advisory initiatives, funding development activities, and future program growth. The position also manages planning and delivery of the business development stream for the Forestry Council's annual First Nations Forestry Conference, including programming, partnerships, speaker engagement, and related activities. Working closely with First Nations partners, government agencies, industry representatives, and Forestry Council staff, the Business Program Manager ensures program priorities are effectively planned, delivered, measured, and continuously improved while supporting long-term economic opportunities for First Nations.



ADDITIONAL REQUIREMENTS

Occasional travel within BC will be required for this position.

ABOUT THE FORESTRY COUNCIL

The BC First Nations Forestry Council is a non-profit organization dedicated to supporting and empowering First Nations individuals, businesses, and governments in increasing their leadership and participation within British Columbia's forest sector. Our mission is rooted in honoring the legacy of our ancestors by creating space for First Nations forestry – a space where our collective voice identifies and overcomes barriers to sustainable change.

Guided by the principles of stewardship and generational knowledge, the Forestry Council works to address the economic, social, cultural, and environmental challenges of managing forest lands and resources.

We provide access to essential tools, information, and resources to enable First Nations to seize opportunities and make informed decisions that transform the forest sector. Through engagement, collaboration, and respect for traditional laws and protocols, we strive to unite diverse communities to shape the sustainable management of forests for future generations.

Our work is organized into three core areas:



Forest Governance:

Supporting First Nations in becoming full partners in forest governance and stewardship. We assist with policy development and reform, helping First Nations governments navigate complex policy environments and increase their role in shaping forest policies across the province.



Workforce Development:

Creating pathways for First Nations individuals to pursue careers and build capacity within the forest sector.



Business Development:

Assisting First Nations businesses in identifying opportunities and achieving long-term economic success in forestry.

By serving as a central resource for First Nations communities, the Forestry Council ensures that the information, resources, and opportunities needed to thrive in the forest sector are within reach. Together, we are building a future where First Nations are at the forefront of sustainable forest management in British Columbia.

DUTIES + RESPONSIBILITIES

PROGRAM LEADERSHIP & STRATEGY

- Lead the Forestry Council's Business Development Program, including planning, implementation, evaluation, annual workplans, budgets, performance measures, and continuous improvement.
- Advance initiatives that increase First Nations participation, ownership, and success in forestry-related business opportunities.
- Collaborate across the organization's program areas to provide coordinated support, align business development priorities, and contribute to organizational planning and resource allocation.
- Provide strategic advice to senior leadership on emerging trends, barriers, risks, partnerships, and opportunities affecting First Nations participation in the forest sector.
- Manage business program planning and delivery for the Forestry Council's annual conference, including related activities, partnerships, and programming.

OPPORTUNITY DEVELOPMENT & NATION SUPPORT

- Serve as the primary internal lead for intake, assessment, due diligence, tracking, reporting, and advancement of business opportunities identified through the Opportunity Register.
- Work directly with First Nations to understand priorities, assess opportunities, support business cases, and identify funding, implementation, and partnership models.
- Provide individualized case management and responsive advisory support to Nations, including consistent follow-up, documentation, referrals, and connection to relevant resources, programs, consultants, and service providers.
- Build and maintain strong working relationships with First Nations communities, businesses, development corporations, and economic development professionals through culturally respectful engagement.

PARTNERSHIPS, FUNDING & REPRESENTATION

- Identify and pursue funding opportunities that support First Nations forestry business development initiatives, including proposal development, project budgets, contribution agreements, and reporting requirements.

- Develop and maintain strategic partnerships with funding agencies, government departments, industry partners, economic development organizations, and service providers to leverage resources and create opportunities for First Nations.
- Represent the Forestry Council at meetings, conferences, workshops, and industry events, promoting awareness of programs and supporting advocacy that advances First Nations participation and leadership in the forest sector.

PROGRAM MANAGEMENT & TEAM LEADERSHIP

- Develop and maintain program tools, templates, records, reports, budgets, briefing materials, and performance measures to support planning, accountability, and decision-making.
- Monitor program outcomes, progress, financial expenditures, opportunity tracking, and reporting requirements for funded projects and organizational planning.
- Provide leadership, supervision, mentorship, and coordination for staff, contractors, consultants, students, and project partners while fostering cross-program collaboration and improvement.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Degree or diploma in Business Administration, Indigenous Economic Development, Forestry, Natural Resource Management, Community Development, Commerce, Public Administration, or a related field; or an equivalent combination of education, training, and experience.
- Minimum five years of progressively responsible experience in business development, economic development, program management, project management, Indigenous relations, forestry, or a related field.
- Experience working with First Nations governments, development corporations, economic development organizations, or Indigenous-led initiatives.
- Demonstrated experience developing business cases, partnerships, funding proposals, or strategic initiatives.
- Experience leading staff, contractors, consultants, and project teams.

SKILLS & COMPETENCIES

- Understanding of First Nations governance structures, rights, title, and reconciliation initiatives.
- Strong strategic thinking and problem-solving abilities.
- Excellent project and program management skills, including strong organizational and time management abilities.
- Experience conducting needs assessments and stakeholder engagement processes.
- Strong financial literacy, including budgeting and funding administration.
- Ability to analyze and evaluate business opportunities and investment concepts.
- Exceptional relationship-building and facilitation skills.
- Strong written communication skills, including proposals, reports, briefing notes, and presentations.
- Proficiency in Microsoft Office, Microsoft 365, CRM platforms, project management tools, and database systems.
- Demonstrated commitment to cultural safety, reconciliation, and Indigenous self-determination, with proven ability to build trust and work respectfully with First Nations communities, leadership, and partner organizations.
- Experience providing direct advisory, case management, or economic development support to First Nations communities is considered a strong asset.

We look forward to connecting with you. Please send a resume and cover letter to our careers@forestrycouncil.ca email.

Please note, only selected candidates will be contacted regarding next steps in the hiring process.



Under Section 42 of the BC Human Rights Code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their cover letter.