



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

## Business Development Coordinator

**Job ID** 36-DB-40-F0-5A-11

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=36-DB-40-F0-5A-11>

**Company** Figure3

**Location** Toronto, Ontario

**Date Posted** From: 2023-03-14 To: 2023-09-10

**Job** Type: Full-time Category: Miscellaneous

**Languages** English

### Description

Figure3 is an award-winning Toronto based design firm recognized for transforming the future by connecting people to place. We partner with business leaders to invent exceptional places for people to work, shop and live.

Figure3 is currently seeking a Business Development Coordinator

#### Purpose

Reporting to a Director, supporting multiple sectors, you will be responsible for producing and managing business development proposals, presentations, related collateral, maintaining our client relationship management database, and supporting business development activity.

#### Key Accountabilities

As a trusted, conscientious, and confident ambassador for Figure3 you will:

- Produce and manage proposals, client presentations and staff CV's ensuring all requests for proposal requirements are addressed by established deadlines
- Update business development documents to ensure accuracy, consistency of format and content in both print and electronic mediums
- Anticipate and act on the realities and imperatives of BD to deliver all documents on time
- Monitor various sources for BD opportunities, follow-up with research & vet unqualified leads
- Attend BD meetings, setting the agenda, record and publish minutes, following-up on action items
- Support Figure3's ONE Global Design network with documentation as needed
- Arrange project tours and other RFP related activities
- Work in Salesforce to enter and track all project opportunities from leads through to award
- Develop and manage Salesforce reports to align with Figure3 BD KPIs
- Organize and implement year end client gifts
- Coordinate business development events hosted by Figure3
- Prepare qualifications decks using branded collateral; prepare for BD sponsored events
- Connect with the admin team to coordinate travel and accommodations related to BD events
- Identify networking opportunities, manage calendar of BD events, and attend BD events as needed
- Other duties as assigned primarily to support BD, marketing and communications, public relations, and supporting awards submissions

### **Ideal Qualifications**

- Relevant experience of 3-5 years with knowledge of workplace, multi-family residential, retail and/or hospitality sectors
- Fluency in Adobe Suite, specifically InDesign and Photoshop
- Proficient in CRM Software, preferably Salesforce
- Meticulous attention to detail and adherence to brand standards
- Strong written and verbal communications skills

### **How to Apply**

Please submit a cover letter and resume to [careers@figure3.com](mailto:careers@figure3.com)