

INFORMATION TECHNOLOGY (IT) BUSINESS DEVELOPMENT OFFICER

Innovation PEI

Location: 94 Euston St, Charlottetown

Full-Time Permanent Position (Commencing Immediately)

About Innovation PEI:

[Innovation PEI \(IPEI\)](#) is the lead economic development agency for Prince Edward Island; our mission is to drive economic success in Prince Edward Island in a client focused, collaborative, accountable and results driven environment. As a crown corporation of the Government of Prince Edward Island our agency is focused on supporting the continued growth of PEI's strategic and emerging sectors by providing expertise and investments to enable strong growth, accelerate entrepreneurship, and foster innovation. We strive to support companies across the province in expanding exports, growing employment incomes, encouraging investment in innovation and growing the PEI economy for the benefit of all Islanders. Learn more about the [Innovation PEI team](#) and why we love what we do!

Innovation PEI is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as all people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#).

About the role:

Reporting to the Director of Business Development and Innovation, this position is responsible for supporting the growth of local companies in PEI's IT sector. The IT Business Development Officer works directly with new and existing PEI-based businesses to support growth opportunities and source innovative solutions in the IT field.

Who you are:

Candidates who meet the following key qualifications will move forward in the recruiting process:

- Successful completion of a university degree in a related field;
- Extensive experience within or supporting the IT industry, and performing business development, sales, financing, business consulting or general business management;
- [Demonstrated equivalencies will be considered](#);
- Excellent communication and presentation skills, and sound logistics and facilitation capabilities;
- Superior organizational and time management skills;
- Strong computer skills including advanced spreadsheet, database, presentation and word processing;
- Knowledge of standard lending practices/procedures, research techniques, accounting practices and basic auditing techniques, as well as techniques to effectively evaluate business plans/proposals;
- Knowledge of techniques for interviewing and counselling clients on all aspects of business operations;
- Strong knowledge of the provincial, national and global economy and how they relate to PEI businesses with special emphasis on the IT industry.

Please ensure your application clearly demonstrates how you meet the above noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Responsibilities:

- Providing guidance, counselling and direction to new and existing entrepreneurs in the development of the business, from the idea stage to implementation;
- Providing coaching and on-going mentoring in the process of making business management decisions, offering advice with business plan development and identification of financing options, financial assistance and services with other organizations;
- Working in partnership with the IT sector members to implement sector strategy, and working with research & educational institutions to coordinate research & development funding aimed at innovation and commercialization;
- Promoting awareness of Innovation PEI programs to the public and business community;
- Conducting annual reviews to ensure client compliance and evaluating Cost-Benefit to the Province; and
- Other related duties

What Innovation PEI can offer you:

- Salary: \$34.52 - \$43.15 per hour or \$67,309 - \$84,134 annually (Level 17 - IPEI Pay Plan)
- 75 hours biweekly
- Paid vacation, sick and leave options
- Comprehensive group insurance coverage and pension plan
- Professional development opportunities and access to training funds

To apply:

Please apply online at [WorkPEI – IT Business Development Officer](#) by **Tuesday, October 22, 2024 at 5:00pm.**