

Business Development Officer

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As a Business Development Officer at PRES, you will play a pivotal role in driving organizational growth by identifying new opportunities, cultivating partnerships, and contributing to strategic expansion. Your ability to combine strategic thinking with strong relationship-building skills will support the development of initiatives that align with PRES's mission and long-term objectives.

Key responsibilities are as follows

- Conduct market research and lead generation to identify potential clients, partners, and new opportunities
- Analyze market trends, competitor activity, and industry insights to maintain a strong and organized prospect pipeline
- Develop and strengthen relationships with prospective clients through meetings, calls, and networking events
- Create tailored proposals that address client needs and align with organizational goals
- Negotiate contracts and support onboarding processes to ensure smooth and successful partnerships
- Collaborate with marketing, operations, and program teams to develop integrated business development strategies
- Monitor key performance metrics such as lead conversion, partnership success, and revenue growth
- Refine strategies and approaches based on performance outcomes and organizational priorities

- Represent PRES at conferences, exhibitions, community events, and professional networking opportunities
- Strengthen PRES's brand visibility, reputation, and presence across the nonprofit and education sectors
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area

Requirements:

- Experience in business development, partnership building, sales, or related fields
- Strong communication, relationship-building, and negotiation skills
- Ability to analyze market data and identify emerging opportunities
- Strong organizational skills with the ability to manage multiple projects
- Ability to work full-time including weekdays and one weekend day depending on scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience working in nonprofits, education, community programs, or outreach
- Experience developing proposals, presentations, or partnership agreements
- Knowledge of CRM tools, lead-tracking systems, or business development software
- Experience working with diverse or underrepresented communities
- Multilingual abilities in reading, writing, speaking, and listening
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.