

## Saskatchewan Industrial & Mining Suppliers Association (SIMSA) Director of Business Development Job Profile

April 1<sup>st</sup>, 2019

**SIMSA is**

The Saskatchewan Industrial and Mining Suppliers Association (SIMSA) represents over 190 Saskatchewan suppliers to Saskatchewan's mining, energy, and industrial sector; this group of companies represents over 20,000 employees and over \$10-billion in revenues.

SIMSA's mandate is to represent the interests and concerns of Saskatchewan industrial equipment and service suppliers, through promotion of its members and the creation of partnerships with industry and other associations.

SIMSA will endeavor to:

- Promote the capabilities and capacity of the Saskatchewan industrial manufacturers and service suppliers;
- Co-ordinate on behalf of the membership, labour attraction and recruitment missions;
- Provide one voice in regard to new policies and/or regulations that may affect members
- Pursue and advance the interests of the association members

To be a SIMSA member, a company must; have at least 3-employees in the province, have a permanent bricks and mortar location in the province, be PST and WCB registered in the province, have an interest in the promotion and growth of the Saskatchewan-based supply chain; and may also have the opportunity to run for a SIMSA Board position, only if their company's global corporate head office is located in Saskatchewan. In short, we represent Saskatchewan suppliers.

SIMSA has grown substantially over the past 2-years - by 158%. Our events bring the supply chain face-to-face with the procurement staff of the major mining, oil, and industrial companies operating in Saskatchewan, as well as provide educational items. SIMSA's unprecedented work with and access to them, stems from SIMSA's core values of; (1) we never ask them to "shop local," instead we ask them to keep us informed of what they are planning, help us understand what your needs are, and let us know how we can be better; and (2) we also support their activities to the public, as if they do not do well,

neither do we. In short, we foster a dialogue to help both the suppliers and the buyers.

## **Job Purpose**

Our most recent project was the creation of an online database, of our members' abilities, to be used a tool to shortlist Saskatchewan suppliers - the "Saskatchewan Supplier Database" (SSD). This portal is a place for global mining and oil companies, as well as their engineering firms, to locate Saskatchewan suppliers. The SSD consists only of all SIMSA members.

The SSD also functions as a hub for innovation or a virtual cluster fostering a dialogue, which will make the supply chain more responsive to industry needs and allow for innovations to be located and implemented. In short, it will make the supply chain better.

The need for the SSD's development is reflected by those who paid for its development and 2-years of maintenance to date; more importantly, all of them actively participated in the SSD's design (via multiple calls, meetings, and emails) so that it fulfills their actual needs:

- BHP
- Government of Saskatchewan
- Husky Energy
- Mosaic
- Nutrien
- SaskEnergy
- SaskPower
- TransCanada

The SSD is now fully functional at [www.simsa.ca](http://www.simsa.ca) or directly at [www.skسد.ca](http://www.skسد.ca) but is always subject to updates and revisions.

The primary role of the Director of Business Development position will be to; (1) promote SIMSA member abilities, via the marketing of the Saskatchewan Supplier Database - with a focus on out-of-province work, and (2) to increase the number of listings on it, by growing SIMSA's membership base and encouraging all members to complete their SSD profile.

## **Position Summary**

The Director of Business Development will fulfill a partner-development role for the industry and the Association. The role is for a visionary leader who possesses experience in: building relationships, marketing and communications, turning strategy into effective business operations, resolving issues and effectively serving the organization's members. The Director of Business Development must have the ability to develop strategy and to; create, promote and execute new programs and partners for the SSD, that deliver on Association objectives and priorities while establishing and maintaining mutually beneficial partnerships with current and potential members and stakeholders.

This position is in an office environment based in Saskatoon, but the mission of the Association and specifically this role, will sometimes take them to non-standard workplaces and require travel provincially and nationally, and possibly internationally. Work will be based on a standard workweek, but the needs of the Association are results-based and the hours of work may be alternated to achieve those results. Working evenings, weekends, and overtime hours to accommodate activities may be required.

### **Key Accountabilities:**

- Answers directly to the Executive Director
- Promote use of the SSD to provincial, national, and international resource producing companies; energy firms; government agencies; and related engineering firms.
- Recruit new members to SIMSA and thus be listed on the SSD.
- Encourage SIMSA members to complete their SSD profiles
- Provide professional advice and participate with the Executive Director, in developing a vision and strategic plan to guide the SSD's development and use.
- Develop an operational plan for the SSD in concert with the Executive Director, that incorporates goals and objectives that work towards the strategic direction of the Association.
- Act as a spokesperson for the Association only when requested to do so by the Chair of the Board or Executive Director.
- Research and potentially present funding proposals.
- Administer specified funds of the organization according to the approved budget and monitor the monthly cash flow of the Association.

- Take responsibility to building and sustaining meaningful relationships with stakeholders to keep them informed of the work of the Association and to identify changes in the community served by the Association.
- Develop clear and concise messaging to key audiences.

**Candidate profile in descending order of importance:**

- Post secondary education in a related field with a minimum of 8 years experience working in, and strong relationships with, at least one of the following groups; (1) producing mining and energy companies, as well as related engineering firms - specifically in the procurement area; or (2) Saskatchewan's mining, energy, and industrial supply chain.
- Be a relationship builder with exceptional written, verbal and listening skills along with excellent presentation skills and have a strong understanding of web and social media.
- An asset would be relationships with Government agencies, current SIMSA members, and potential SIMSA members.
- Be skilled in strategic guidance and have hands-on management experience, preferably in an Association.
- Knowledge of leadership and management principles as they relate to non-profit and voluntary organizations.
- Have a strong understanding of business, political and other issues relating to industrial supplier issues relevant to Saskatchewan and to SIMSA.
- Be solutions oriented with the ability to see the "big picture" and to work both strategically and hands-on to overcome challenges.
- As international travel may be required, the successful candidate must hold a valid Canadian passport.

**Compensation:**

Compensation will be highly competitive with a potential option - given the right candidate - of working as (1) a salaried employee with a benefits package, or as (2) a contractor on a 2-year contract with no benefits. The term is for 2-years and with the forecasted success, should become permanent.

An office space, desk phone, laptop computer, expense account, travel reimbursement, etc. will be provided.

**Application:**

Please submit your application to Eric Anderson, SIMSA's Executive Director, [eric.anderson@simsa.ca](mailto:eric.anderson@simsa.ca), by April 15<sup>th</sup>, 2019. The successful candidate will be expected to begin June 1, 2019 at the latest, with a strong preference for May 1<sup>st</sup>, 2019.