

Business Development Manager

Part-Time or Full-Time, Temporary to Permanent

At Spring Creek Integrated Health, we provide proactive and preventative primary care to the Canmore and Bow Valley communities. We focus on a comprehensive and compassionate approach to our care with the patients we work with. We are seeking Business Development Manager to join our team to assist the Business Development activities and with the ongoing promotion of our clinic, the development of relationships with members of the community, support the ongoing task of maintaining a regular social media presence, as well as the planning logistics related to increased community exposure and presence. This role will also provide day to day support to our leadership and physician team when needed.

In this Business Development Manager role:

- You'll work hard, and it'll be worth it.
- You'll develop solutions to day-to-day challenges; you'll learn to think on your feet.
- You'll receive guidance but not heavy-handed micro-management from your operational leads.
- You'll be relied upon – and trusted – to mentor and support your direct reports.
- You'll grow as much as you want to grow – with on-the-job experience and the boatload of learning opportunities the operational leads have to offer.
- You'll love it.

Your Opportunity:

The Business Development Manager, under the supervision of the Clinic Ownership, will assist in day-to-day initiatives focused on growth for Spring Creek Integrated Health. The successful candidate will support the Clinic Owners in creating and maintaining relationships with both internal and external stakeholders and will play an integral role in managing the growth of community presence and expansion of clinical service delivery. The incumbent will assist with logistics in planning external connections and will play an integral role in planning community access to services. When needed, the Business Development Manager will support the leadership and physician team and carry out other administrative duties on an ad hoc basis.

Duties and Tasks:

Will include but will not be limited to:

- Assisting in the creation of outreach packages/outreach planning
- Completing outreach, community education and local events
- Clinical data collection and preparation, Business Development data collection and preparation
- Assisting with marketing and promotional campaigns
- Assisting with referral campaigns
- Assisting with the creation of event and workshop proposals
- Assisting with set-up/take-down of internal in-services and lunch & learns
- Assist with social media planning and content, website management and oversight

- Assist with execution of internal/external physician and patient events
- External communications, mass fax and e-mail distribution
- External sales/marketing connections
- Other administrative duties at the discretion of the Clinic Owners on an ad hoc basis.

Who you are:

- 2-3 years of healthcare sales and/or marketing or equivalent combination of training and experience.
- An excellent communicator who has a focus on utilizing both written and oral communication skills both with the team and patients.
- Can work independently or part of a greater team.
- A clear understanding of social media platforms and how to effectively use them to promote healthcare services.
- Able to demonstrate flexibility and the ability to pivot when needed in a fast-paced environment.
- Previous marketing or public relations experience is an asset.

Does this role sound like your next challenge? Are you ready to become an essential part of the Alberta Neurologic Centre? Please submit your resume and cover letter today.

To Applicants Applying:

The Spring Creek Integrated Health offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Spring Creek Integrated Health as 2 locations in Canmore – operating as Ridgeview Medical Centre and Spring Creek Integrated Health. The job will be required to support both locations.

Please ensure that your application consists of the following:

1. Cover letter that includes your motivation for applying and why you would be the ideal candidate. Also please include your compensation expectations.
2. A copy of your up-to-date resume.
3. Copy of training/certification.

Please direct your complete application package to: careers@ridgeviewclinic.ca

POSTING EFFECTIVE until a suitable candidate has been found. We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.