

Business Development Officer Job Posting

Business Development Officer

Location: Sandbox Centre – Barrie, ON (On-Site)

30 hours/week

Rate of Pay: \$17.20/hour

About Sandbox Centre

Sandbox Centre is Simcoe County's Regional Innovation Centre—a vibrant, inclusive space where business and community meet to connect, share, and grow. We support entrepreneurs, startups, and changemakers through programs, mentorship, events, and strategic partnerships. Our team is passionate about fostering innovation and economic growth across the region.

About the Role

We're seeking a motivated Business Development Officer to support our growing innovation and entrepreneurship community. In this role, you'll help us build relationships, identify growth opportunities, and support startups and partners through strategic outreach and engagement.

This is an excellent opportunity for a post-secondary student looking to build real-world experience in business development, partnerships, and entrepreneurship.

Key Responsibilities

1. Market Research & Industry Analysis

- Research emerging trends in innovation, startups, and economic development
- Identify potential opportunities, competitors, and market gaps

2. Lead Generation & Outreach

- Identify and qualify leads (entrepreneurs, businesses, investors, etc.)
- Conduct outreach via email, phone, and social media
- Support CRM data entry and pipeline tracking

3. Partnership Development

- Assist in building relationships with universities, incubators, corporations, and government stakeholders

4. Client & Stakeholder Support

- Assist with onboarding and supporting clients and startups
- Match clients with relevant resources, workshops, or mentorship
- Track feedback and support follow-up

5. Event & Program Support

- Help plan and execute events like networking nights, workshops, and pitch competitions
- Coordinate logistics, promote programs, and support registration and communication

6. Proposal Writing & Documentation

- Assist in drafting partnership and sponsorship proposals
- Contribute to presentations, business cases, and funding applications

7. Relationship Management & Networking

- Attend events on behalf of Sandbox Centre
- Maintain strong communication with existing partners and clients

- Help foster community within the innovation ecosystem

8. Data Collection & Reporting

- Track KPIs such as new leads, partnerships, and event attendance
- Analyze data to report on outcomes and improve processes

9. Team Collaboration

- Work closely with marketing, programming, and operations teams
- Ensure business development aligns with strategic goals

10. General Administrative Support

- Help schedule meetings, manage emails, and prepare agendas
- Maintain organized records and documentation in the CRM

Who You Are

- A current post-secondary student returning to school in Fall 2025 (required for eligibility)
- Curious about business development, entrepreneurship, and innovation
- A strong communicator with great organizational skills
- Comfortable with outreach and relationship-building
- Interested in supporting a thriving local business community

Bonus Skills (Not Required)



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- Familiarity with CRM tools (e.g., HubSpot, Nexodus)
- Experience with event planning, communications, or research
- Interest in startups, economic development, or community building

How to Apply

Send your resume and a brief cover letter explaining your interest in the role to innovation@sandboxcentre.com.