

We're looking for a **Manager of Business Development** to join our team!

About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect Northern BC to the worldwide destinations. With a commitment to safety first and foremost, our team is dedicated to enhancing our region by providing an excellent airport experience while driving economic growth.

We acknowledge that the work of the Prince George Airport Authority takes place on the unceded, traditional territory of the Lheidli T'enneh. We acknowledge the need for meaningful consultation with Indigenous communities and the Prince George Airport Authority is committed to working towards meaningful reconciliation.

As an employer with a long history in our region, Prince George Airport Authority strives for a respectful workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Indigenous peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodations while working at the PGAA.

About The Role

As part of the Commercial Development team, the Manager of Business Development is responsible for leading revenue growth through strategic partnerships, commercial leasing, and new business opportunities. This role focuses on expanding the organization's commercial footprint, attracting new tenants and concessions, and negotiating agreements that maximize long-term value while ensuring alignment with corporate growth objectives, customer experience standards, and sustainability goals.

Key Responsibilities

Commercial Development & Growth

- Drive identification and evaluation of new business opportunities, including concessions, advertising, parking & car rentals, land and real estate development and service enhancements through comprehensive market analysis to increase non-aeronautical revenue.
- Develop and implement property utilization strategies aligned with Land Use Plan and facility expansion plans to support long-term growth.
- Monitor market trends and competitive positioning to inform strategic decisions.

Strategic Partnerships & Stakeholder Engagement

- Build and maintain strong relationships with airlines, tenants, and service providers to foster collaborative growth.
- Draft and assist in negotiating commercial agreements and partnerships that enhance revenue streams and elevate customer experience.
- Assist leadership with Transport Canada compliance and administration.
- Explore innovative service models to diversify offerings.
- Collaborate with internal teams to ensure seamless execution of commercial initiatives.
- Represent the organization in negotiations, industry forums, and stakeholder meetings.

Lease & Contract Management

- Oversee commercial leases and concession agreements to maximize revenues and partnership value.
- Work closely with external legal counsel on agreements and best use clauses.
- Ensure all agreements comply with corporate objectives and regulatory requirements while supporting business development goals.

Revenue Optimization

- Develop pricing strategies and revenue models for concessions and services.
- Track and analyze business intelligence performance metrics related to revenue growth, customer satisfaction, and market share.
- Lead the advertising portfolio along with revenue driving commercial based marketing. Developing strategies and materials supporting businesses & driving customer spend at YXS.
- Coordinate and monitor market value assessments of land values.
- Review monthly financial statements, presenting summaries to leadership.
- Assist in developing the annual Commercial Business Plan and associated budgets and provide input into the YXS Strategic Master Plan.

Project Management

- Act as the primary liaison for commercial projects, supporting permitting, documentation, budget tracking, reporting, and project close-out in collaboration with project leads.
- Manage correspondence with tenants, vendors, and internal/external stakeholders.

Qualifications

- Demonstrated commitment to safety as a priority
- A bachelor's degree in business, marketing or equivalent education with a focus on real estate & contract management, with a minimum of five (5) years of relevant experience.
- Strong business acumen, with a comprehensive understanding of contract management and risk mitigation strategies.

- Proven ability to develop and maintain working relationships with internal stakeholders and external partners, including vendors, tenants, and service providers.
- Advanced negotiation skills to secure favorable contract terms, manage disputes, and foster long-term partnerships.
- Excellent interpersonal and communication skills, ensuring clarity in contract terms and expectations across all levels of the organization.
- Collaborative and professional approach to both internal and external matters, with the ability to manage conflicts effectively and diplomatically.
- Curiosity and strong problem-solving, analytical thinking, and decision-making abilities.
- High level of integrity, professionalism confidentiality and time-management skills
- Project management experience in commercial development initiatives.
- Financial acumen, with strong financial analysis skills to assess contract proposals, business case development, and develop strategies to elevate customer spending.
- Knowledge of regulatory compliance and lease management.
- Ability to obtain and maintain a Transport Canada Security Clearance (TSC) to comply with regulatory requirements as a condition of employment.

Hours of Work

Based on a 35-hour work week, this position supports our core business hours Monday through Friday, with the understanding that there may be times of increased demand within the role driven by operational needs.

What We Offer

- A safe and respectful workplace
- Long-term career potential
- Learning and development opportunities
- Work-life balance (we really mean that!)
- Flexible work arrangements
- A comprehensive Total Rewards compensation package

How To Apply

To apply for this position, please forward your resumé to hr@pgairport.ca with “Manager of Business Development” in the subject line. Applications will be accepted until the position is filled.

We are happy to provide reasonable accommodation throughout the selection process. If you require accommodation at any point throughout the process, please email hr@pgairport.ca.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.