
Program Manager – Investment Attraction

Job Summary

Fort McMurray Wood Buffalo Economic Development & Tourism (FMWBEDT) is looking for an experienced and highly motivated Program Manager – Investment Attraction to join our team. Reporting to the Director, Business & Investment Attraction, this opportunity coordinates economic development initiatives to achieve FMWBEDT's strategic goals. The Business & Investment Attraction business unit of FMWBEDT is responsible for pursuing targeted investment for the region. The successful candidate will be a key contributor to driving the attraction of new business, investment and trade to the region.

Duties may include but are not limited to the following:

- Focused on activities related to the attraction of new business, investment and trade within the region.
- Leverages economic development initiatives to support investment attraction in the region.
- Develop business relationships with regional economic development partners, stakeholders and Right's Holders.
- Facilitate investment opportunities of new and existing investors in various sectors throughout the stages of investment.
- Project manage studies, reports or other economic development projects that support business and investment attraction in the region.
- Research and apply for grant and other funding opportunities to support FMWBEDT's priorities.
- Compile and analyze feedback, conduct research and analysis to support and make recommendations to the programs delivered through the Business & Investment Attraction business unit.
- Coordinate and plan special projects, events and familiarization tours to support investment attraction.
- Assist in the development and execution of marketing and communications related to business and investment attraction.
- Ensure compliance with the Municipal Government Act, Council policies and desired direction and the Corporate Strategic Plan, as well as any legislative requirements.
- Compile and update data relevant to investment attraction.
- Develop and maintain the community facts for distribution to investors and for research purposes.
- Determine opportunities for business and investment attraction and identify strategies and plans to aid in the furthering these opportunities.
- Work collaboratively with all FMWBEDT's business units to deliver the organization's strategic plan.
- Work with FMWBEDT's Brand & Marketing team to develop and distribute marketing and promotional material directly related to attracting investment to the region.
- Assist in the development and execution of marketing and communications related to business and investment attraction.

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- Build relationships with existing and new developers, land owners, investors and businesses to encourage/gain more development and growth in the region in accordance to policy direction and strategic goals.
 - Develop and implement programs to support business retention and expansion in collaboration with businesses and business support organizations.
 - Work closely with businesses and business support organizations including but not limited to Chamber of Commerce, and the Government of Alberta.
 - Cultivate collaborative relationships with industry stakeholders working in partnership to deliver the region's Strategic goals related to economic development and tourism.
 - Foster positive and professional engagement with all stakeholders and Rights holders where necessary.
 - Collaborate with FMWBEDT's Brand & Marketing team to ensure organizational consistency in communicating to the public.
 - Attend and present at Council, Committee, or external agency meetings as required. Ensure reports and recommendations are well researched, accurate, and comprehensive.
 - Travel outside the region, when necessary, to attend conferences, trade shows, trade missions and other business meetings.
 - Provide honest and respectful feedback to RMWB Council and other stakeholders as required.
 - Ensure compliance with the Municipal Government Act, Council policies and desired direction and the Corporate Strategic Plan, as well as any FMWBEDT legislative requirements

Education/Experience

- Related technical diploma or degree.
- 5 years' experience in an Economic Development role
- Training through Economic Developers of Alberta or (similar) is an asset.
- Planning background would be an asset.
- Communications, public relations, or tourism would be an asset.

Knowledge/Skills

- Industrial knowledge of industry and SCM procedures.
- Research and Analytical Skills
- Business development
- Strong networking skills

SAFETY:

As an employee of the Fort McMurray Wood Buffalo Economic Development & Tourism (FMWBEDT), the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the FMWBEDT the health and safety of employees, contractors and the public.

This position is not employed in a supervisory capacity. As such the employee is not required to obtain additional safety training in accordance with procedures and directives.

WORKING CONDITIONS:

Working in an office environment with frequent interruptions, a high degree of discretion must be used due to the confidentiality of work. Duties may require the use of a personal or company vehicle for business travel purposes.

OTHER REQUIREMENTS:

- A valid Alberta Operator's License is required as incumbent will be required to operate a personal, FMWBEDT leased, or rental vehicle for business use on a regular basis.
- License Required: Class Five (5)

TO APPLY:

Copy and paste the following link into your web browser:

To view all job postings by FMWBEDT, see Company Indeed Page by copying and pasting the following link into your web browser:

<https://ca.indeed.com/cmp/Wood-Buffero-Economic-Development-Corporation-1/jobs?jk=01b18fe724862ebd&start=0&clearPrefilter=1>

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