**Manager, Strategy**

Calgary Economic Development (CED) is an opportunity-maker, helping to spark and fuel Calgary’s growth. Our job is to connect people with resources that can help them grow their careers or businesses, thrive in new locations or markets, and feel at home in our community. We offer a wealth of information to help everyone succeed and we tirelessly promote Calgary, in Canada and around the world. We are exhilarated about our role in shaping and sharing Calgary’s story and we’re proud to be part of the energy.

**Job Summary**

As part of Calgary Economic Development’s Strategy team, the role of the Manager, Strategy involves working closely across departments within Calgary Economic Development to drive collaboration, performance, and achievement of the organization’s mandate. This position will support the development and implementation of Calgary Economic Development’s corporate strategy, including its four-year corporate strategy and annual business plans.

The Manager, Strategy will also drive collaboration between the Economic Intelligence and Business Development teams to develop and activate sector strategies and sector trends, opportunities, and risks.

**Key Responsibilities:**

* Support the Director, Strategy to facilitate the annual business planning process, in collaboration with the Finance team, to develop Calgary Economic Development’s corporate business plan, and support the development of department business plans.
* Every four years, support the Director, Strategy to facilitate the four-year corporate strategy process, in collaboration with the Finance team, to develop Calgary Economic Development’s four-year corporate strategy.
* Work with all departments at Calgary Economic Development to monitor progress and achievement of annual business plans.
* Manage the collection of the Strategy Team’s key performance indicators for the annual business plan.
* Work with the Economic Intelligence and Business Development teams to develop sector strategies for key sectors at Calgary Economic Development.
* Disseminate sector trends, opportunities, and risks to key external partners, including but not limited to community partners, civic partners, and Indigenous partners.
* Collect feedback from external partners and share back with the Economic Intelligence and Business Development teams to refine and update sector strategies.
* Coordinate & supervise the following tasks by the Coordinator, Strategy:
  + Development of presentations, reports and submissions for Calgary Economic Development’s Senior Management Team, The Board, City Council, and other key stakeholders
  + Development and compilation of reporting for the four-year corporate strategy and on Calgary Economic Development’s annual performance, with support from all departments.
* Communicates with team members regularly to understand workload and priorities for the team; communicating with the Director to shift or reprioritize project work continually.
* Leads delivery of work product; continually ensuring quality from all team members.
* In collaboration with Human Resources:

   -    assists in the recruitment, selection and hiring of talent

   -    ensures job documentation (is accurate) and is well suited to the work to be done

   -    develops training & development plans for direct reports

**Let’s Talk About You**

You have a passion for Calgary, are purpose-driven, and ecstatic about the opportunity to drive achievement of Calgary Economic Development’s mandate to expand, retain and attract companies, people, and investment to Calgary for long-term economic success.

You love managing projects and people, executing strategies, measuring progress towards set outcomes, and thinking critically about the implications of big macro trends in economy, society, politics, technology, and the environment.

You thrive in a complex and fluid environment with an ability to prioritize and deliver best in class work in the face of ambiguity.

**Education:**

Bachelor’s degree in relevant field of study (e.g., Public Relations, Political Science, Economics, Communications, Business Administration)

**Experience:**

Minimum of 5 -7 years in a directly related area during which professional capability has been clearly demonstrated.

Project Management Professional or related certification,  Communication experience,  Economic Development experience , Strategy experience and/or Government Relations experience would be an asset.

**Key Competencies:**

* Project management: Well organized and able to manage multiple stakeholder groups and timelines to achieve a desired output.
* Strategy development: Experience executing on strategies, including coordinating, and collaborating with numerous stakeholders to achieve set outcomes.
* Government Relations: An understanding of federal, provincial, and municipal government structures, ways of working and policies.
* Professional identity alignment: Able to represent CED’s position and core values to external stakeholders and manage partnerships.
* Community engagement: Understands how to engage various stakeholder and community members in a compassionate, empathetic, and meaningful way to create long-lasting relationships.
* Risk management: Understanding and consideration for financial, reputational, relational, and strategic risks.
* Leadership: Creates followership and leads with a strong vision, so the team feels valued and has a sense of belonging; within workgroup and outside workgroup, using multiple methods to support and empower staff (i.e., formal assignments, information feedback, mentorship, coaching, etc.).
* Communication: Strong written and verbal communication.
* Giving & receiving feedback.
* Ability to edit iterations of work product to create high-impact, high-quality outputs.
* Can re-prioritize work to deliver on priority items.
* Experience with CRM Platforms
* Understanding of Data collection, Data analysis, Data presentation and insight communication
* Detail oriented
* Event planning & execution
* Strong problem-solving skills & critical thinking
* Mentorship and development of people
* Expert user of Microsoft PowerPoint, Excel, and Word to execute on timely delivery of work product.

**What's In It For You?**

CED offers more than a competitive base salary to our employees. We have a comprehensive benefit plan that includes 100% employer paid benefit premiums, RRSP’s, a health care spending account, and a generous vacation and flex time policy. We are committed to our employee’s mental health and offer resilience training with Headversity, free counselling with an EAP program, in addition to paramedical coverage through our medical benefits plan.

CED encourages and supports life-long learning and professional development. Employees are encouraged to access up to $2500 per year of funded professional development training opportunities. If you are looking for purpose driven work and are interested in joining us on our mission to diversify Calgary’s economy, we invite you to apply.

**EDI Commitment Statement:**

Calgary Economic Development celebrates diversity and is committed to advancing Equity, Diversity and Inclusion (EDI). Through EDI, we create a path to success for all our employees, where they have equal opportunity for advancement, have the voice to contribute to our collective growth and development and work in an inclusive environment.

We strongly believe in accessibility in the work we do and welcome requests to make the hiring process as accessible as possible. Accommodations are available for candidates on request during all aspects of the selection process. Please advise at any point and we will do our best to work with you to meet your needs.

Calgary Economic Development adheres to the Alberta Human Rights Code. We encourage applications from Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Please be aware that Calgary Economic Development is committed to having a safe work environment.

**To Apply:**

Interested candidates should submit their cover letter and resume in confidence to: [calgaryeconomic.bamboohr.com/careers](https://www.calgaryeconomicdevelopment.com/careers/)by 9am, Tuesday September 5, 2023.

*We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.*