



Posting ID: JR248

Manager, Economic Development

Permanent, Full-Time – 35 hours per week
\$104,796.00 - \$131,004.00 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

We are currently recruiting a permanent, full-time **Manager, Economic Development** for our Economic Development department.

About this Opportunity

Reporting to the Director, Planning and Economic Development, the Manager, Economic Development, is responsible for leading all international, national, regional, and local municipal economic development initiatives and programs for the City of Leduc. The objective is to attract, retain and expand commercial and industrial businesses within a municipal environment that promotes customer service, collaboration, and creativity between Council, City staff, and the business community, with the ultimate goal of enhancing the City's fiscal sustainability, natural environment, and quality of life.

As the Manager of Economic Development, you will play a pivotal role in driving Leduc's economic growth and competitiveness. You will have the opportunity to optimize the city's competitive advantages in key sectors, such as oil & gas supply, multi-modal logistics, agri-food, advanced manufacturing, hospitality & tourism, and independent businesses. By leveraging your demonstrated expertise, you will devise and execute comprehensive strategies that align with Leduc's strategic plan, ensuring the city remains at the forefront of economic development. Your innovative approaches and proven track record will contribute to creating an exciting future, where Leduc thrives as a dynamic and prosperous community.

Responsibilities include but are not limited to:

- Ensure economic development activities and initiatives are complementary to the City's Strategic Vision and maintain Council support
- Implement and continually refine the City of Leduc's economic development strategy and contribute input into Council's strategic plan to optimize its economic competitive advantages
- Proactively support the retention of and expansion of existing businesses and attract and support businesses coming to and starting up in the City of Leduc to promote a diverse range of services
- Coordinate and lead all economic development initiatives including Trade shows, special events, developing informational/web tools and workshops for businesses

- Provide expertise and leadership to represent the interests of the City of Leduc at the Edmonton Global meetings, other inter-municipal collaboratives, and events
- Serve as a subject-matter expert for the EIA, Port Alberta FTZ, and other initiatives
- Collaborate with Leduc's Communications & Marketing Services department and/or contracted services to develop marketing materials and regularly update Leduc's community profile
- Proactively seek, prepare, and apply for regional and local partnership grants
- Identify and develop strategies that promote equitable access to economic opportunities for underrepresented groups, fostering inclusive environments, and leveraging diversity as a driver of economic growth
- Oversee the Business Licensing program and generate reports to identify trends and opportunities
- Maintain positive relationships with the Leduc Wetaskiwin Region Chamber of Commerce, Discover Leduc, Downtown Business Association, Start-up Leduc, and other partner agencies, including the oversight and development of partner service agreements

Qualifications

You are an ideal candidate if you have the following:

- Five-seven years of relevant experience, including demonstrated supervisory experience
- An undergraduate degree from a recognized university or college, ideally in economic development, business, or a related field
- Professional designation in economic development and experience working in both private enterprise and a municipal or other government setting are desirable
- Demonstrated expertise in optimizing economic competitiveness across key sectors, including oil & gas supply, multi-modal logistics, agri-food, advanced manufacturing, hospitality & tourism, and independent businesses are desirable
- Key abilities: analyze and maintain data, undertake cold calls, establish dynamic business relationships including between established sectors, develop, and make compelling presentations, demonstrate excellent communication skills, ability to be innovative and creative when identifying new economic development opportunities
- Expertise in developing and implementing inclusive programs and services to support equity, diversity, and inclusion in local economic development is desirable
- Exhibit proven leadership experience, and synchronize business with marketing operations
- Must be willing to provide a current Criminal Records Check at own expense

To apply, please visit our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on June 05, 2023. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.