



Located just 90 minutes north of the GTA and easily accessed from major highways 400, 11, and 12, Severn is nestled in the northern corner of Simcoe County and is considered the gateway to the Canadian Shield.

From the water we drink to the roads we travel on, the services provided by Severn each have one thing in common - the contribution of a valued municipal employee. Working at a municipality is a rewarding, engaging, and exciting career. Employees can take pride in knowing that their efforts have a positive impact on the community every day. At Severn, we are one team working together to build a healthy, vibrant community offering a high quality of life for all residents.

What we offer

1. An inviting atmosphere
2. A community of communities
3. A balance of new, natural, and historic
4. Flexibility to do your best work
5. Benefits package and time to relax
6. Access to an employee well-being program
7. A commitment to health, safety, and diversity

The Economic Development Officer (EDO) will work to provide business attraction, retention, and expansion services to meet the community's business and economic development interests. The EDO will lead the implementation of the economic action plan and the Economic Development Strategy. This position will be involved in such activities as economic planning, community and business engagement, marketing, project management, and information management.

Compensation

The compensation range for this position is \$99,549 to \$116,459 annually. This includes a competitive benefits and pension package. Candidate placement within the range during the first six months on the job is dependent on experience.

How to Apply?

Please submit your cover letter and resume by May 17, 2024, to hr@severn.ca.

Major duties

The EDO will:

- act as the primary point of contact for business and investor inquiries
- attend community meetings, often with Council or other members of Severn staff to provide information and updates to the public

- attend regional economic development, tourism, and other related meetings representing the Township and providing progress reports
- conduct research, analysis, planning, and evaluation for potential projects and initiatives
- develop a variety of promotional and marketing materials to attract businesses and new residents to the community (e.g., web pages, community profile and promotional brochures, videos, and other digital products, etc.)
- identify and access sources of additional funding for project activities (e.g., regional, provincial, and federal funding), and be the Township's lead for grant proposal writing, including those for Township projects beyond economic development (such as capital grants)
- develop and maintain active contact with businesses, economic development organizations, and government agencies to stay informed of current programs and opportunities that can serve the community
- identify available commercial and industrial lands and assist with business and investor inquiries regarding properties
- maintain an awareness of regional, provincial, and federal economic planning programs, activities, and funding opportunities
- work with external partners, agencies, and organizations to encourage community support and involvement in economic and business development programs and projects

Ideal Qualifications

- require a minimum of three years of experience as an EDO, preferably as an EDO in a municipal or provincial setting
- hold a university degree in economics planning, public administration, marketing, or public administration (preferred, but experience will be considered)
- have demonstrated experience developing and implementing strategic marketing and promotional campaigns to attract tourism, business growth, and investment
- possess an excellent understanding of municipal government processes as well as the ability to interpret policies, regulations, and legislation
- have a proven track record of writing, submitting, and managing the administration of regional, provincial, and federal grants
- be skilled in analyzing economic data, market trends, and other factors to identify opportunities and challenges
- need to display sound judgement and ability to work under pressure to meet deadlines
- exhibit strong interpersonal, public relations, and customer service skills
- have strong computer proficiency skills and a working knowledge of Microsoft products, and municipal-related software programs

Certifications

Certified Economic Developer designation (Ec.D) by the Economic Developers Association of Canada (EDAC), would be considered an asset

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.