



Economic Development Officer

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community with opportunities for everyone to contribute and benefit. We are looking for a highly motivated professional to contribute to the Growth Services Department.

Reporting to the Manager of Economic Development, this position will lead the successful implementation and delivery of economic development initiatives, strategies, and work plans.

Duties and Responsibilities

- Leading, facilitating, and promoting community and economic development to secure opportunities and facilitate processes for economic and business development and sustainability, and to increase business growth.
- Developing, administering, and maintaining the town's Community Improvement Plans (CIPs).
- Assisting with the development, implementation, monitoring, and reporting of the (Annual) Multi-Year Town business plan/strategy and department budget/work plan.
- Building positive relationships with developers, investors, commercial real estate industry stakeholders, site selectors, the local Board of Trade, and the business community concerning development issues, processes, and local opportunities through direct marketing and sustained outreach programs.
- Collecting, analyzing, and drawing trends from data sets to inform and guide Economic Development actions. This includes design, implementation and administration of annual corporate calling programs as well as business retention and expansion efforts.
- Serving as a liaison to partner organizations as directed. Act as a departmental/Town spokesperson and subject matter expert at Council and all relevant committees (e.g. Accessibility Advisory Committee, Diversity Equity and Inclusion Committee, and Strategic Projects Advisory Committee); as well as serving as a liaison to partner organizations as directed (e.g. Board of Trade, Contact Community Services, Nottawasaga Futures).
- Developing and implementing communication and advertising campaigns to promote economic development programs/services as well as the Town regarding residential/ICI and investment attraction.
- Research and write grant applications for the Office of Economic Development, Town, and third-party partner groups.
- Organize grand openings and business anniversary celebrations with new and existing businesses, as well as coordinating special projects and events.

Key Competencies and Qualifications

- Post Secondary degree in Marketing, Business Administration, Urban Planning or related discipline.
- A certificate Economic Development and attainment of an Economic Development designation is considered an asset.
- Three years of relevant experience in an environment with a focus on economic development, municipal management and community relations.
- Excellent project management, organizational, written, interpersonal and communication skills to foster cooperative/collaborating working relationships, and to maintain diplomacy and integrity.
- Proven competency in Microsoft Office applications, desktop publishing, content management software, customer relationship management software and website design and maintenance.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the general public.
- Ability to work outside regular business hours and weekends as required.
- Ability to travel to off-site locations promptly and efficiently, as required.
- Candidates will be required to provide a Criminal Record Check upon hire.

The position offers a salary range of \$72,912 to \$91,140 (2024 rates) based on 35 hours per week plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Town's career site. Closing date for this position is July 28, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act,

personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.