

ECONOMIC DEVELOPMENT OFFICER - 3 YEAR TERM

Position ID: J0624-0345

Job Type: Term Full Time

Department: Economic Development

Number Of Positions: 1

Min Salary: \$97,567.00/Year

Max Salary: \$121,959.00/Year

Closing Date: July 05, 2024

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Driven by Airdrie's Economic Strategy 2018-2028, Airdrie Economic Development is a team of highly committed and passionate professionals who work to foster a supportive business environment and healthy economy with the vision of Airdrie becoming the place to be for businesses and talent in Western Canada.

The Economic Development Officer (EDO) will strategize, design and execute projects and services to support the attraction, start-up, retention and expansion of local businesses and investors. Working within a team setting, the EDO will focus on ensuring Airdrie is investment-ready and attracting new business and investment to our community. The EDO will use their experience and leadership as a subject matter expert in economic development to:

- Collaborate with team members on the execution of our Business & Investment Attraction Plan
- Deliver exceptional customer service to existing and prospective businesses and provide concierge services for new investments and developments
- Contribute to the team's business and investment attraction marketing efforts, including identifying and generating leads, communicating Airdrie's unique selling position, attending events and making presentations
- Work collaboratively with internal departments and provide subject matter expertise on policies, regulations, programs and services that benefit local companies, prospective investors, the business operating environment, and Airdrie's economy
- Develop and maintain positive relationships with external stakeholders including government agencies, real estate professionals, community groups and business support, investment attraction and industry organizations
- Collect, analyze, interpret and present research on the local business community, industry sectors (such as agribusiness) and economic environment, making recommendations to leadership to inform policies and programs
- Contribute to the team's business retention and expansion efforts as needed, leading and implementing projects

You Bring:

- Undergraduate degree in a discipline related to economic development (e.g., business, marketing, planning, economics)
- Minimum of 5 years' work experience in economic development
- Working towards or completion of the Certified Economic Developer designation
- Economic Development certificate would be an asset
- Experience leading investment attraction and business retention and expansion projects from idea to implementation and proven success in achieving strategic outcomes
- Knowledge of municipal services, processes and policies related to businesses, long-range community planning, non-residential development and investment-readiness
- Exceptional written and verbal communications skills, including experience delivering engaging presentations and facilitating groups
- Experience with collecting, maintaining and analyzing data
- Knowledge of Airdrie and its business community would be an asset
- High level of confidentiality, tact and diplomacy
- Capacity to work independently within a high-volume, fast paced working environment, using strong critical thinking and decision-making skills
- Ability to build strong and collaborative relationships with a variety of stakeholders
- Ability to work independently on several projects or issues simultaneously
- Ability to identify opportunities, take initiative and provide subject matter expertise to influence outcomes

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time term (37.5 hours per week) position and includes a comprehensive benefits and pension package.

The term may end on or before June 22, 2027.

Please include a cover letter with your application expressing your interest in the position, what you can bring to the job and how you meet the experience requirements.

This position requires some travel between City of Airdrie facilities and locations and requires occasional weekend and evening work.

Next Steps:

Candidates are invited to apply online.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.