

**Town of Caledon**

***make a difference***



**Job Title: Senior Officer, Economic Development**  
**Closing Date: Until Filled**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

**The Opportunity**

Reporting to the Manager, Business Attraction & Investment, the Senior Economic Development Officer is responsible for developing and leading projects and programs to support the strategic mandate of the Business Attraction & Investment Division. This includes ensuring Caledon remains a competitive destination for business investment, with efforts directed towards job creation, key sector growth, and economic diversification. As the Senior Officer, Economic Development, you will perform the following duties, including but not limited to:

- Project manage major initiatives to support Division priorities, including strategic projects focused on attracting and retaining key sector investment, enhancing business friendliness, and fostering innovation
- Serve as the Division lead for the Caledon Community Improvement Plan, providing oversight and supporting associated policy updates
- Develop and implement targeted key sector strategies to promote business expansion and new investment, supported through regular corporate calling and collaboration with strategic partners
- Provide priority support for major non-residential development applications generating economic impact
- Review and provide comments on Town, Regional and external agency policies/applications/projects to promote economic diversification and job creation
- Promote Caledon as a destination for business investment at industry trade shows and sector events in collaboration with regional, provincial, and federal economic development partners
- Prepare and present site selection and request for information (RFI) responses to service investment leads and attract new investment to Caledon
- Lead the creation of agreements or memorandums of understanding (MOUs) with strategic partners to support the growth of the Caledon economy



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

- Oversee the creation of investment attraction and business support marketing and communications materials in collaboration with Town Communications staff
- Prepare briefing notes, reports and presentations to Council and Senior Leadership
- Supervise post-secondary summer students providing research support to division policy and program goals
- Perform additional duties and undertake special projects as assigned

## The Ideal Candidate

We are seeking a professional with a minimum education, training and/or knowledge in the above, normally acquired from a Post-secondary training in Community Economic Development, Urban & Regional Planning, Public Administration, Business Administration, or Industrial Real Estate. Professional designation from the Economic Developers Association of Canada (Ec.D.), the International Economic Development Council (CEcD), or the Project Management institute of Canada (PMP) considered an asset.

Our ideal candidate has a minimum of 5 years experience in municipal or provincial Economic Development.

The ideal candidate will have strong understanding of local economic development best practice, including investment attraction and business retention and expansion and working knowledge of land development in Ontario, including land use planning and associated regulatory approvals. Familiarity with municipal building, planning, and zoning considered an asset.

The incumbent will have strong political acumen, relationship management skills and excellent oral and verbal communication skills to provide presentations and program briefings and recommendations.

The successful candidate for Senior Officer, Economic Development will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$96,177.04 - \$117,865.44 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until filled.*

## How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542