

# Cultivate Your Career



## INVESTMENT ATTRACTION OFFICER - LAKEVIEW THREE (3) YEAR TERM FULL TIME POSITION

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Economic Development
Location	29 Sir Winston Churchill Avenue
Salary	\$91,317 - \$112,389 per annum
Closing Date	AUGUST 18, 2024
Competition #	24/150

### OPPORTUNITY

The city of St. Albert, home to more than 70,000 residents, is a welcoming, growing community located northwest of Edmonton. With over 2,700 businesses, is emerging as one of Alberta's top mid-sized cities for business. In recent years, St. Albert has ranked at the top of several national surveys recognizing it as a great place to raise a family, with an excellent quality of life and a strong sense of community.

The Economic Development Department is recruiting a key member of the investment attraction team to support Council's strategic priority of Economic Prosperity and the City's Corporate Business Plan. This position will be responsible for executing and implementing tactics outlined in the City's [Investment Attraction Strategy](#), which is aimed at attracting investment to Lakeview Business District, a key employment district, intended to be build-out over the coming decades.

The core responsibilities of the role include:

- Leading the development and execution of investment attraction and business attraction initiatives specific to the industrial portfolio and Lakeview.
- Serving as an industry expert, being the primary contact for prospects related to the industrial attraction portfolio, participating in outbound industrial and sector specific investment attraction activities.
- Leveraging relationships with the commercial and industrial real estate industry, leading presentations, organizing meetings, tours, calls and discussions.
- Fostering relationships with landowners within Lakeview and facilitate development and/or divestment.
- Managing the procurement of contracts related to acquisition, divestment, or development of City-owned land in Lakeview, such as property appraisals, studies, environmental site assessments, real estate services, or land development services.
- Acting as developer/applicant for the City in applying for building and development-related permits for City lands in lakeview, such as subdivisions, redistricting, and development.
- Using critical thinking and creativity to help guide decision making relative to positioning Lakeview's unique value proposition within a highly competitive regional and provincial industrial market.

### QUALIFICATIONS

- A bachelor's degree in a field related to economic development, such as business, marketing, business management, land development, commercial real estate, or land planning, coupled with a minimum of 5 years of related experience.
- Alternatively, a 2-year Diploma in a related discipline, paired with a minimum of seven (7) years of related experience.
- Experience developing and implementing investment attraction, business development or business growth strategies having proven results.
- General knowledge of basic land development fundamentals, including financing, land economics, market research, real estate, building and permitting requirements.
- Strong written and oral communication skills including experience in public speaking with confidence presenting tailored presentations.
- Understands communications planning, implementation, and evaluation.
- Certification(s) in economic development, land use planning, land development, real estate or project management would be considered an asset.
- A valid Class 5 Driver's Licence and access to a personal vehicle for business use is required.

### HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off [RDO] every two weeks). Meetings outside of regular office hours, and work and/or travel in the evenings and weekends will be required.

### COMPENSATION

\$91,317 - \$112,389 per annum. In addition, the City of St. Albert offers a comprehensive benefit package, with the exception of LTD and pension.

### TERM

Starting September 2024 till September 2027.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment).

### CLOSING DATE: AUGUST 18, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.