



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## DIRECTOR, ECONOMIC DEVELOPMENT

Economic Development – Job # P1295

**CLOSING DATE: NOON – DECEMBER 18, 2024**

### JOB SUMMARY:

This position reports directly to the General Manager of Sustainable Growth and Development.

This position is accountable for the planning, organization, direction, coordination, and execution of City of Moncton initiatives in its efforts to identify economic development and immigration opportunities for the municipality and to help grow the economy and population through a strategic growth and development approach and plan. The incumbent will lead the development and implementation of a comprehensive economic development strategic direction for the City of Moncton, will maximize public and private relationships with groups and stakeholders pursuing economic development and immigration initiatives, will guide development requests and projects through the municipal approvals process, will ensure the necessary economic development information on Moncton is available to all parties interested in doing business, investing or locating in the City of Moncton, and will oversee the marketing of Moncton to prospects, clients and customers.

The incumbent will:

- Manage, direct and lead economic development initiatives on investment, attraction development, client interaction and immigration files.
- Plan, implement and manage an annual budget and program of work.
- Ensure the development of a partnership approach to economic development and immigration in which economic development and immigration stakeholders are actively engaged and have an opportunity participate in City of Moncton economic development and immigration programming, services, projects and initiatives.
- Market the City of Moncton to prospective target markets, customers, newcomers and investors; and
- Initiate new accounts and lead development as well as provide aftercare to clients, customers, newcomers and stakeholders.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.



For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### **WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

### **City of Moncton Salary and Wage Scale**

#### **EDUCATION:**

- High school graduation or equivalency.
- Must have a university degree in Business, Public Administration, Economics and/or an acceptable combination of education and experience.

#### **EXPERIENCE:**

- Must have a minimum of five (5) years' experience in the field of business development and/or community economic development.

#### **LANGUAGE:**

- English essential. The ability to communicate in the French language would be an asset, but not a requirement.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent leadership and management skills.
- Excellent presentation as well as written and verbal communication skills.
- The ability to negotiate with stakeholders, government and clients.
- An understanding of public/private partnerships and structuring of same.
- Results oriented and decisive individual.

- Proven ability to think and act strategically.
- Strong interpersonal skills
- Effective negotiating and relationship building skills.
- Must maintain membership in the Economic Development Association of Canada (EDAC) and adhere to their code of ethics at all times.
- Solid understanding of business principles and the function of economic development and immigration in the community including but not limited to business economics, local market conditions, trends and issues.
- Knowledge of the agencies and government departments working in business, economic development and immigration in Moncton, the Province and beyond.
- Excellent written and verbal communication skills with the ability to establish and maintain effective working relationships with officials in business, government and a variety of internal and external contacts at all levels.
- Ability to conduct presentations with a high degree of skill in public relations.
- Knowledge of trends and issues in economic development and immigration
- Ability to handle, schedule and prioritize multiple tasks and to work independently as well as with committees, teams, etc.
- Must be able to obtain a sound knowledge of programs, policies and objectives of City Council and municipal departments and the nature and operational requirements of industrial and commercial enterprises locating or seeking to locate in Moncton.
- Advanced computer skills (i.e. Word, Excel, PowerPoint)
- Solid research and report generation skills

**OTHER:**

- A valid driver's license, access to a vehicle and the ability to travel are requisites.

**JUDGEMENT AND INITIATIVE**

- Judgment and discretion are absolutely necessary as errors can and will result in embarrassment and/or financial cost to the Corporation.
- Due to the confidential nature of the work, the incumbent requires tact and discretion when dealing with all matters.
- Requires a high level of diplomacy when representing the department within the corporation and the City in discussions with external government agencies, business representatives, associations, public, etc.
- Must be capable of working with limited supervision while participating/managing concurrent assignments.
- Must have a high level of tact/persuasion when dealing with people inside and outside the Corporation.

**CONTACT:**

- Existing contacts with other economic development agencies and representatives locally, provincially and nationally are desirable.
- The incumbent has a high degree of contact with members of Council, department heads and staff, boards, agencies and commissions, as well as contacts with other levels of government and other municipalities.

**SUPERVISION:**

- This position is responsible for supervising all employees of the Economic Development Department within the Sustainable Growth and Development Services.
- Ability to get things done, collaboratively, through others not under his/her supervision is a must.

**CONDITIONS OF WORK:**

- Requires frequent work outside normal working hours and ability to adapt to changing work environment.

**ADDITIONAL COMMENTS (IF ANY):**

- This position works in a confidential capacity in areas of management directly related to matters of City Council and the Corporation at large.