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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Manager, Economic Development

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$117,561.87 to \$146,952.34

Closing Deadline: February 6, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

The Manager of Economic Development is responsible for managing the Town's Economic Development portfolio and serves as the Town's key representative on economic development and tourism related matters. The Manager is also responsible for the development and implementation of the economic development strategy and related projects and coordinates the Town's real estate land transactions. This position also provides advice and guidance to Council, Committees, Senior Leadership, and the public in relation to economic development, tourism, and real estate matters.

Responsibilities

- Oversees the economic development division to deliver the Town's Economic Development portfolio.
- Coaches, motivates, and trains the Division's staff ensuring high standards of work quality and organizational performance, continuous learning and encourages innovation.
- Develops and manages the annual budget for the division.
- Develops and implements public engagement programs for economic development and tourism strategies and supports business engagement on strategic corporate initiatives.
- Represents the Town with various levels of government and business interests on economic development and tourism matters, province wide performance measurement and continuous improvement initiatives, and economic promotion and attraction.
- Develops, implements and maintains the Corporate Economic Development program to increase business investment in the community including creating programs and services in business attraction, business retention and marketing strategy.
- Coordinates research and conducts data analysis pertinent to economic growth in the Town and recommends direction targeting various business sectors.
- Liaises with businesses looking to start or relocate a business, promoting the Town and area as a great place to live, work and play.
- Develops and maintains the Economic Development Strategy and associated business plans by identifying specific economic issues and relating these to current program offerings.
- Maintains the Executive Director role at the Aurora Economic Development Corporation by attending meetings, leading strategic initiatives, preparing reports, facilitating governance and making recommendations.
- Oversees the implementation of the Business Retention and Expansion program and small business support programs.
- Works with Town Staff and external stakeholders to identify tourism development opportunities and the creation of unique partnerships to attract visitors to the Town.
- Monitors Federal, Provincial, and other agencies' change of policies with respect to Economic Development in order to update Members of Council and staff; develops inter-governmental

- partnerships; secures available grants, awards and subsidies for program initiatives.
- Coordinates the sale and acquisition of Town owned real estate assets, develops/maintains a corporate real estate process and policy, facilitates and coordinates real estate inquiries from external entities and the public.
- Other related duties, as assigned.

Qualifications

- University degree in Public Administration, Urban Planning, Tourism or Business, along with completion of a Professional Planning and/or Economic Development Designation (RPP or Ec. D). Master's degree is an asset.
- A minimum of five (5) to seven (7) years of experience in economic development, tourism, and project management experience in a municipal environment with a minimum of three (3) years of leadership experience.
- General knowledge of public policy, practices and issues, provincial legislation and current issues affecting local government with an understanding of public sector management accountability frameworks.
- Demonstrated understanding of the current municipal governance model and awareness of future potential models as utilized in other jurisdictions.
- Knowledge of economic strategies, economic modelling, data collection and analysis, real estate industry and Development Charges Act.
- Superior communication, presentation and report writing skills to communicate effectively with a broad range of stakeholders, including community representatives, senior staff, elected officials and staff at all levels of the organization.
- Management competencies including results/achievement focus, leadership, financial management, business planning, decision making/judgment, representation and professionalism and job knowledge.
- Thorough working knowledge of MS Office Suite.
- Availability to attend evening and/or weekend meetings and special events, as required.
- Valid Class "G" Driver's licence and reliable vehicle to use on corporate business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.