



Manager, Growth, Innovation and Economic Development

Permanent Full-Time
J1025-0190

The Town of New Tecumseth is looking for a Manager, Growth, Innovation and Economic Development, to join our rapidly growing team.

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Reporting to the Director, Growth and Innovation, this position is responsible for providing overall leadership, management, and strategic direction for the Town's Economic Development and Tourism portfolio, as well as supporting broader growth and innovation activities. This includes overseeing grant funding, leading innovation initiatives, and modernization projects. The role further involves evaluating and enhancing current practices related to growth and development and designing and implementing a comprehensive modernization program for these functions.

Support the Growth and Innovation department by managing the Economic Development portfolio and assisting key sectors such as manufacturing, agriculture, and construction, in addition to advancing tourism objectives. Develop and nurture strategic partnerships to enhance the Town's status as a municipal innovation leader and implement forward-thinking solutions and policies to prepare for future expansion. Additional responsibilities include supporting funding opportunities, collaborating with Communications and IT branches on marketing efforts and modernization projects.

Responsibilities:

- Act as a primary contact for major local businesses, managing communications and addressing their needs.
- Launch a business visitation program to enhance relationships and gather input directly from companies.
- Facilitate business community roundtables, encouraging dialogue on economic challenges and opportunities.
- Sector specific experience in advanced manufacturing, agriculture, and/or logistics is an asset.
- Lead business retention and expansion efforts by identifying at-risk firms and supporting growth plans.
- Attract new investments by promoting local advantages and engaging with potential investors.
- Maintain investment ready land/space inventory; track and analyze supply trends; collaborate with stakeholders to optimize industrial/commercial property availability.
- Provide excellent service; experience with senior executives, ensuring top-tier support and communication to business clients.
- Plan and organize events like forums, trade shows, and networking opportunities.
- Build networks and brand presence through outreach and participation in regional initiatives.
- Develop a tourism strategy to enhance visitor experiences and increase local revenue.
- Design and lead an economic development strategy that aligns with community goals and drives sustainable growth.
- Provide assistance with grant funding applications by helping identify suitable opportunities, reviewing proposal drafts, and ensuring all required documents are prepared accurately.
- Actively partner with the communications team to develop and implement targeted marketing campaigns and branding strategies that enhance the organization's visibility and reputation.

- Provide assistance to the communications department by supplying information, reviewing materials, and ensuring messaging aligns with organizational objectives.
- Work closely with IT and cross-functional teams to plan, coordinate, and deliver modernization projects that improve operational efficiency and service delivery.
- Contribute to IT projects by offering subject matter expertise, facilitating user adoption, and assisting in the rollout of new technologies.
- Assist the real estate team with property-related projects, including site readiness, data provision, and stakeholder coordination, to ensure optimal land and space utilization.
- Community Innovation – fostering key innovation partnerships to implement innovation initiatives for residents in the town.
- Build and nurture partnerships with local innovators, educational institutions, and businesses to launch and support initiatives that enhance community well-being and drive economic development.
- Lead and oversee projects from initiation to completion, ensuring timelines, budgets, and objectives are met while coordinating resources and communicating progress to stakeholders.
- Respond and address emerging issues related to growth projects.
- Proposes new strategies and long-term initiatives, future requirements and administrative / operational changes for the branch.
- Participates in long term operational and capital budgets and forecasting for the branch
- Manages and/or oversees the coordination of work activities within the Branch.
- Oversee the supervision of Branch staff, which involves succession planning, training and development, employee and labour relations matters.
- Instructs and monitors to ensure that employees work in a safe manner, utilize all required health and safety equipment and personal protective equipment, and follow all measures and practices in accordance with the Occupational Health and Safety Act.
- Regularly participates in professional development activities to keep abreast of trends and possible cooperative programs. Reviews literature and otherwise keeps current of industry trends.

Qualifications:

- Formal education in planning, engineering or related field preferred. Equivalent experience in a similar role will be considered.
- Minimum 5-7 years of relevant and progressive experience.
- At least 3 years of supervisory/management experience.
- Exceptional computer skills and familiar with project management, engineering and design software.
- Must have thorough knowledge of a Municipal Engineering and Development department and its associated functions with the ability to interpret policies and regulations of the Municipal Act, Planning Act, Accessibility for Ontarians with Disabilities Act (AODA),
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational
- Health and Safety Act, Employment Standards Act, Highway Traffic Act, Clean Water Act, Conservation Authorities Act, Rail Safety Act and other related legislation and regulations.
- Extensive experience to effectively manage small and large-scale capital projects as well as complex development agreements and construction in a municipal environment.
- Experience and working knowledge of municipal infrastructure design, drafting, plans review, asset management, technical reports, Municipal Class Environmental Assessments process, master planning, storm water management, lot grading, municipal development agreements, and contract administration and inspection of municipal infrastructure projects for development and capital projects.
- Strong management, supervisory, organizational skills and ability to manage large multidisciplinary team of technical and professional staff. Must be capable of setting priorities in accordance with the demands of the position ensuring the requirements of Council as well as the needs of the department and organization are considered.
- Demonstrated financial management skills in developing, implementing and monitoring Division budgets and large-scale capital works budgets.

The successful candidate must have the ability to align with established goals and objectives and is able to create/follow plans and processes accordingly, to deliver task and goal completion to a high standard. The successful candidate will provide clear direction and open communication with employees and address employee issues promptly, objectively and respectfully. The Town of New Tecumseth values progressive ideas and actions; the successful candidate will have proven ability to embrace change, be resourceful and to seek new ideas and creativity to maximize effectiveness to provide high quality citizen-centred services to our community.

Salary: \$111,967.31 - \$139,968.47, plus employer paid benefits and OMERS pension plan
Hours: 35 hours per week; 8:30 a.m. – 4:30 p.m., Monday to Friday
Location: Administration Centre, 24 Tupper W, Alliston, ON
Start Date: December 1st, 2025

To apply, please submit a cover letter, resume and copies of the required credentials (proof of education, training, etc) by November 5th, 2025

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J1025-0190&BRID=EX335027&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.