

MANAGER OF ECONOMIC DEVELOPMENT AND TOURISM

RECRUITMENT 2026-ECDEV-01

The Town of Smiths Falls is a vibrant, progressive single-tier municipality with a population of 10,000. One of Eastern Ontario's most scenic communities, we are centrally located within an hour of Ottawa, Kingston, Brockville and the US Border. The Town provides high quality and affordable life for its residents and is nestled in between prime water frontage along the Rideau Canal – a UNESCO World Heritage site and has many beautiful heritage buildings and recreational facilities.

The Town of Smiths Falls is seeking an innovative, dynamic, and customer-focused leader for the vacant position of Manager of Economic Development. The successful candidate will lead the development and delivery of programs and services that drive local economic growth, enhance quality of life to support residential growth, expand local employment opportunities, and contribute to a stronger municipal tax base for the Town of Smiths Falls.

Key Duties and Responsibilities:

- Provide strategic leadership to advance economic development and tourism initiatives.
- Concentrate on attraction, retention and expansion of business and tourism to contribute to the continued economic growth and development of the municipality.
- Lead the Economic Development and Tourism team to achieve measurable outcomes.
- Develop and implement strategic directions and departmental business plans.
- Deliver on the Town's tourism strategies, services, plans, policies, and initiatives.
- Develop strategic partnerships with external partners and community stakeholders,
- Build community capacity with local industry partners to develop new tourism experiences.
- Manage the department's operating budget, financial planning and funding opportunities.

Skills and Qualifications:

- Post-secondary education in business administration, marketing or economic development; Economic Development Certification is preferred.
- Minimum of five years of related work experience preferably in a municipal or economic development corporate environment.
- Ability to develop, maintain and leverage a network of contacts.
- Strong and demonstrable business acumen and political acuity.
- Sound knowledge of municipal government functions
- Excellent leadership, report-writing, communication, problem solving, financial/budgeting capability, administrative and organizational skills.

Position Type: Full-time, Permanent**Hours of Work:** 35 hours per week (Monday to Friday; 8:30 a.m. to 4:30 p.m.)**Location:** In Office, Town Hall, 77 Beckwith St. North**What we Offer:****Wages:** 2026 Hourly Rate Band K (\$54.74-\$63.65)**Benefits:** A comprehensive benefit package, wellness plan, employee assistance program and enrolment into the Ontario Municipal Employers Retirement System (OMERS).**How to Apply:**

Qualified applicants are invited to submit their resume and cover letter quoting recruitment number **2026-ECDEV-01** by **Wednesday January 28, 2026 at 4:00 p.m.**, to Nadine Bennett, Human Resources Advisor, Town of Smiths Falls, P.O. Box 695, 77 Beckwith Street North, Smiths Falls, Ontario, K7A 4T6 or via email at careers@smithsfalls.ca

It is preferred that emailed applications be submitted in one file preferable in MSWord or Adobe format.

The Town of Smiths Falls is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for employment, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants for their interest and only those selected for an interview will be contacted.

Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications for employment. Questions about the collection of information should be directed to the Clerk at the address indicated above.



JOB DESCRIPTION

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| POSITION: | Manager of Economic Development and Tourism |
| DEPARTMENT: | Economic Development and Tourism |
| EMPLOYEE GROUP: | Non-Union |
| PAY GRID: | Band L |
| SUPERVISOR: | Chief Administrative Officer |
| REVISION DATE: | December 2025 |

POSITION SUMMARY AND SCOPE: Responsible for developing and implementing programs and services that will expand the economy of the community, further enhance the Town from a creative economy perspective, develop the community from a lifestyle standpoint to encourage residential growth, provide expanded local employment opportunities, and strengthen the tax base of the Town of Smiths Falls.

DUTIES AND RESPONSIBILITIES:

- Provide strategic leadership internally and externally to promote Smiths Falls' unique strengths and expand investment in the community.
- Concentrate on attraction, retention and expansion of business including advanced manufacturing, food processing, commercial development, small business, and tourism to contribute to the economic growth and development of the municipality.
- Expand opportunities through participation and involvement in local economic development committees, the Chamber of Commerce, the DBA, and external economic development stakeholder organizations (i.e. RHRTA, OHTO, OEECD, EDCO, EDAC).
- Lead the Economic Development and Tourism team to achieve defined objectives that will stimulate the local economy and measurably advance economic growth.
- Foster and cultivate partnerships with the Chamber of Commerce, Downtown Business Association, Valley Heartland Community Futures Development Corporation, Small Business Enterprise Centre, and local service clubs.
- Lead the implementation of the Town's Cultural Plan.
- Develop and implement strategic directions and departmental business plans.
- Deliver on the Town's tourism strategies, services, plans, policies, and initiatives.
- Develops strategic partnerships with external partners and community stakeholders for the delivery of tourism services with the express purpose of increasing visitation.
- Build community capacity with local industry partners to develop new tourism experiences and, strengthen Smiths Falls as the preferred destination for key visitor markets.
- Communicate a consistent vision and direction for the department ensuring communication barriers are eliminated.

- Prepare reports for Council and Senior Administration.
- Positively influence others to achieve results that are in the best interest of the organization.
- Consult with and maintain strong relationships with members of the public, the business community, Parks Canada, senior staff at all levels of government, external organizations, members of Council and other departments to help achieve the goals of the department and organization.
- Build, promote and manage strong, high performing cross-functional teams responsible for implementing strategic plans for the community.
- Lead and direct the effective management of all department initiatives, projects, and staff. Manage the activities of others; work through other people to accomplish objectives and encourage performance through motivation and feedback; hold people accountable.
- Establish a positive, healthy, and safe work environment according to all appropriate legislation and regulations; ensure that all staff receives appropriate orientation and training.
- Monitor staff performance on an on-going basis and conduct annual performance reviews; coach and mentor staff to optimize performance.
- Coordinate and facilitate familiarization tours for qualified leads, including, but not limited to, facilitated meetings with local businesses, individual tours, and group tours.
- Conduct primary and secondary research to identify potential businesses of interest in conjunction with scheduled trade shows.
- Provide industry trends and economic development information to the appropriate staff.
- Conduct primary and secondary research to the high growth potential sectors as identified in the strategic plan.
- Coordinate other specialized projects.
- Organize materials and assist in the preparation of business correspondence, internal and external reports, agendas and itineraries, media releases, general communications, and special events.
- Budget monitoring for the department.
- Other duties as assigned.

FINANACIAL MANAGEMENT:

- Oversee the department's annual operating budget.
- Prepare financial projections and administer the funds of the department according to the approved budget.
- Prepare annual departmental budget estimates.
- Actively pursue grants and other funding opportunities to support economic development and tourism objectives.

SERVICE DELIVERY:

- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Participate in the planning, development, implementation, evaluation and continuous improvement of fiscally responsible policies, programs, services and projects that support the community and foster economic growth and future sustainability.
- Ability and willingness to work non-traditional hours to meet the needs of stakeholders and business contacts.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Post-secondary education in business administration, marketing or economic development.
- Minimum of five years of related work experience preferably in a municipal or economic development corporate environment.
- Economic Development Certification is preferred.
- A commitment to continuing education and professional development.

SKILLS AND COMPETENCIES:

- Dynamic, results-oriented, customer focused, collaborative, innovative, ethical.
- Ability to develop, maintain and leverage a network of contacts to advance the economic development of the Town.
- Strong and demonstrable business acumen.
- Sound knowledge of municipal government functions and understanding of the relationships that exist between the various levels of government that provide direction, advice, funding support, and other services to the Municipality.
- Excellent leadership, report-writing, communication, problem solving, financial/budgeting capability, administrative and organizational skills.
- Thorough knowledge and understanding of statutes and regulations appropriate to the position as well as the Ontario Occupational Health & Safety Act and regulations.
- Knowledge of formal and informal political processes along with strong political acuity.
- Excellent computer skills with proven proficiency in Microsoft programs.
- Social media savvy.
- Strong interpersonal skills
- Organized and skilled at time management.

WORKING CONDITIONS:

- Town Hall, 77 Beckwith St.
- This position will be scheduled to work 35 regular hours/week. On occasion some after hour work may be required to complete special projects or requests. Any work to be completed in addition to the regular work week must adhere to the provisions included in the Employment By-law.

SAFETY:

- All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

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| INTERNAL | CAO, Department Heads, Support Staff, Members of Council. |
| EXTERNAL | General Public, Stakeholders, Business Community |