



## THE CITY OF YELLOWKNIFE

### **Manager, Economic Opportunities and Investments**

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. Working in Local Government provides many opportunities to not only develop your career but also to improve the lives of residents and visitors to Yellowknife! At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. The City is committed to hiring a diverse and skilled workforce that is representative of the community, strengthening our ability to provide high-quality services and excellent customer service to residents. In addition, the City of Yellowknife is committed to reconciliation and implementing actions intended to increase the number of Indigenous peoples who work for the City. The City of Yellowknife welcomes applications from all qualified candidates and encourages Indigenous persons to self-declare when submitting their applications.

#### **KEY RESPONSIBILITIES:**

Reporting to the Director of Economic Opportunities and Investments, this position plays a key role in developing strategies that support attracting and retaining commercial and industrial business, maximizing visitor services and tourism potential, with the goal of enhancing the City's economic and tourism profile, as well as the business and visitor experience in Yellowknife, all while providing exceptional customer service. The Manager, Economic Opportunities and Investments is responsible for leading municipal economic development and tourism initiatives and programs for the City of Yellowknife. This position is responsible for managing and leading the staff in the Economic Opportunities and Investments division.

#### **QUALIFICATIONS:**

This position requires a university degree in commerce, business administration, or a related field, along with a minimum of 6 years' comparable experience in economic or community development, public policy and administration and/or business marketing and management. The incumbent must also have a minimum of 4 years' progressive experience supervising or managing staff.

Knowledge of municipal government, the by-laws of the City of Yellowknife, applicable statutes of the Northwest Territories and the Criminal Code of Canada is required. A strong degree of judgment and discretion is also required, along with the ability to problem solve and mediate complex situations with multiple stakeholders. The incumbent must have strong interpersonal skills and the ability to work with various stakeholders both tactfully and courteously. Strong public speaking skills with the ability to effectively relate and connect with community members and special interest groups in order to be able to creatively and effectively promote the advantages of the city as a place to conduct business. The incumbent must demonstrate the ability to provide clear and concise communication in both non-emergency and emergency situations.

**SALARY:**

The City of Yellowknife offers a starting salary of \$145,230, as well as a comprehensive benefits package including housing and vacation travel allowances totalling \$450 a month, a defined benefit pension plan, and relocation assistance.

**TO APPLY:**

Qualified applicants are required to apply no later than **January 23, 2026**

Please visit the City of Yellowknife Website at: [www.yellowknife.ca/jobs](http://www.yellowknife.ca/jobs) to submit your resume and proof of education.

Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment. We thank all applicants who apply but advise that only those to be interviewed will be contacted.