

BUILD A CITY. BUILD A FUTURE.



BUSINESS RELATIONSHIP LEAD REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Exempt – Regular Full-Time

SCOPE

Reporting to the Manager of Economic Investment Services, we're seeking a Business Relationship Lead focused on business retention to join our team dedicated to showcasing Surrey as a great place to do business and invest.

Our team strengthens Surrey's business ecosystem by increasing investment readiness and supporting high-value business growth that contributes to strategic sectors and local jobs.

In this role, you will engage directly with local companies, industry partners, and investors to understand their needs, remove barriers, and identify opportunities for retention, re-investment, and expansion. You will lead after-care outreach, coordinate business retention programming, and provide strategic support to help businesses grow in Surrey under guidance from your manager.

As a collaborator and ambassador for the City, you will bring professionalism, strategic insight, and strong relationship-building skills while managing multiple projects in a dynamic environment. If you're motivated to create value and support the success of local and re-investing businesses, we encourage you to apply.

RESPONSIBILITIES

- Understand and articulate Invest Surrey's value proposition, business model, and business support offerings.
- Lead the development and delivery of Surrey's business retention and after-care program.
- Conduct proactive outreach to local businesses to identify needs and challenges related to retention, reinvestment, and expansion.
- Build and maintain strong, trusted relationships with business leaders, investors, associations, and ecosystem partners.
- Support Surrey-led business engagement and investment initiatives to facilitate local growth and expansion.
- Assist businesses by providing information and guidance on regulatory processes, workforce needs, site selection, and growth planning, following established procedures.
- Deliver consistent after-care services to existing investors and businesses to support long-term success and continued investment in Surrey.
- Support preparation of proposals, briefing materials, and reports.
- Gather, maintain, and analyze business and market intelligence to inform programs and sector strategies.
- Recommend process improvements and tools for better business engagement.

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- Maintain accurate business and investor databases to track interactions and outcomes.
- Identify opportunities to integrate technology and systems that enhance business engagement and operational efficiency.

QUALIFICATIONS

To be successful in this role, you must meet these minimum requirements:

- Bachelor's Degree in Planning, Business, Economics, or related discipline from a recognized post-secondary educational institution combined with 5 years of progressive, diverse business engagement and investment attraction experience.
- Economic Development related credentials are considered an asset.
- Understanding of trade agreements and legislation relative to Canada, and of British Columbia's trade economy.
- Experience working with government, trade agencies, and in politically sensitive environments.
- Ability to quickly analyze and understand investment patterns & drivers in a diverse range of sectors.
- Experience building internal and external relationships, handling difficult situations, and demonstrating an ability to work collaboratively in a team environment.
- Demonstrated success in delivering quality results and agility in meeting deadlines through self-motivated approach.
- Proven complex sales experience and strong project management skills.
- Experience with international social protocols and cultural etiquette.
- Excellent writing and presentation skills (public speaking experience would be ideal).
- Fluency in other languages is considered an asset.
- An equivalent combination of education, training and experience may be considered.
- Valid passport and the ability to travel is required.
- Valid Class Five (5) driver's license

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OTHER INFORMATION

Number of Job Openings: 1

Annual Salary: P2 - \$107,951 - \$127,001

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7043.

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