



Economic Development Officer, Large Business & ICI (Job # 2023-061-IE)

Department:	Development Services
Status:	Full Time, Temporary (Up to 12 months, with possibility of conversion to Full Time Permanent)
Date Posted:	May 18, 2023
Date Closing:	June 1, 2023, 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$78,791.95 - \$95,862.45
Flexible Work Arrangement:	Location and Schedule

WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Are you looking to join an impactful team who makes a direct and lasting mark on the economic growth of its community? Joining the Development Services team in this role is an exciting opportunity to collaborate with internal teams, as well as various external business leaders, agencies, ministries, and upper levels of government. This collaboration will be leveraged to retain and attract large business and industrial, commercial, and institutional (ICI) investment, and will help in ensuring the Town of Stouffville is investment ready now and into the future! The individual in this role will seek out investment leads through numerous channels, prepare information packages, respond to Request for Information and create action plans to attract large new business and ICI investment, into the ever-growing community of Stouffville.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Economic Development Officer, *Large Business & ICI* is responsible for business recruitment, large business retention and expansion, employment lands advocacy and development, and monitoring available commercial lands. This position will report to the Director, Development Services and be capable of frequent meetings with Town officials, Council, and other levels of government. The Economic Development Officer, Large Business & ICI will work closely and in harmony with the Economic Development Officer, Small Business & Community.

Qualifications and Requirements:

- University Degree in Commerce, Economics, Economic Development, Real Estate, Geography, Marketing or Business Administration.
- Minimum 3-years-experience in economic development, preferably in a municipal environment.
- Thorough knowledge of marketing and promotional concepts; statistical and financial aptitude including a good knowledge of budgeting and ability to review financial statements.
- Excellent interpersonal, communication, diplomacy, presentation and customer service skills, with ability to build relationships with internal departments, managers, general public, local businesses, business organizations, developers, various levels of government, elected officials, local board of trade and staff.



- Excellent organizational/time management and project coordination skills; initiative and ability to work independently.
- Effective analytical, research, problem solving and report-writing skills; demonstrated ability to conduct surveys, economic, demographic and market research knowledge of budgeting and ability to review financial statements.
- Demonstrated progressive experience in the economic development field with good working knowledge of economic development related legislation, policies, guidelines, principles, practices and processes, marketing both traditional and social media and contemporary research techniques.
- Computer literacy utilizing word-processing, spreadsheet, presentation and database software in an MS Office environment as well as the Internet; demonstrated ability to assist in the design and maintenance of databases.
- Class G Driver's License in good standing and reliable vehicle to use on corporate business.
- Availability to attend evening or other events as required/assigned.

How to apply:

Please forward your resume in confidence by **June 1, 2023, at 4:30 p.m.**, identifying **Job # 2023-061-IE** in the subject line to hr@townofws.ca.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.