

Western New Brunswick

Service Commission

POSITION: Director of Economic Development

REPORTS TO: CEO or designated corporate staff member

FUNDAMENTAL OBJECTIVE:

The Director of Economic Development executes the strategy necessary to attract, retain and support, entrepreneurs, businesses, economic builders, and skilled workers and newcomers in the Western Valley region to meet and/or exceed economic growth targets

GENERAL ACCOUNTABILITY:

The Director of Economic Development is accountable for a developing and implementing a strategic economic development plan which includes supporting investment readiness in the region, supporting a healthy business community, and supporting workforce development and labour force growth, including supporting newcomer retention.

NATURE AND SCOPE:

The Director of Economic Development is a member of the Leadership Team. The incumbent provides leadership, oversight, and direction to the Economic Development team. The Director of Economic Development works in a collaborative environment, across the organization and with strategic partners and stakeholders to achieve mission goals and objectives.

Key Partners/Stakeholders include:

- Working NB & The Department of Post Secondary Education and Learning
- Province of New Brunswick and Atlantic Canada Opportunities Agency
- Western New Brunswick Region Representatives
- Opportunities NB
- Regional Chambers of Commerce
- Regional Development Corporation
- Regional Service Commissions

The Director of Economic Development works in consultation with the corporate team, has an entrepreneurial approach and is provided a wide degree of creativity and latitude. The individual relies on extensive economic development expertise, keen business acumen and reliable judgment to plan and accomplish goals.

KEY SPECIFIC ACCOUNTABILITIES:

The incumbent is responsible for the management and implementation of the Regional Economic Development strategy in the region as well as fostering and creating relationships and partnerships with Municipalities and key stakeholders within the Region. Key responsibilities include but not limited to:

- The creation and administration of the Regional Labour Market Partnership Forum and Regional Economic Development Committee;

- Implementation of the Regional Economic Development portion of the Regional Strategy, ensuring the requirements of the Regional Economic Development Mandate Guide are adequately addressed and actioned. The aforementioned Guide has been attached for further clarity of the expectations.
- Evaluation of staffing requirements, and contracting of external parties for specific events and activities or internal positions to ensure the successful delivery of the mandate, in partnership with CEO;
- Management and oversight of staff of the Economic Development Department, including work plan development;
- Development of annual budgets in consultation with the CEO and Director of Operations;
- In cooperation with corporate staff, primarily the Manager of Finance, the oversight and management of the departmental budget;
- Presentations to the Economic Development Committee, and the Board of Directors at the request of the CEO;

QUALIFICATIONS:

- 5 + years' experience in similar role
- Post Secondary degree in a relevant discipline
- Demonstrated experience in economic development, workforce development, population growth leadership and stakeholder relations
- Experience in federal and government grants management
- Experience in the field of Economic Development in the Province of New Brunswick, and a demonstration of knowledge of and ability to navigate the ecosystem.
- Demonstrated experience in team leadership, performance management and activities, data-based decision-making, and results reporting
- Ability to travel as required
- Bilingual (French/English) considered an asset

As an employer, West NB provides competitive compensation and benefits, a wonderful, collaborative work environment with a dedicated, goal oriented, committed team that values each team member's contribution. Our environment is fast-paced and energetic, but we appreciate a healthy work-life balance, and we are passionate about our region and the work we do.

Job Types: Full-time, Permanent, In Person (current location 3143 Main Street, Centreville)

Benefits:

- The Commission has a benefits package including health, dental, life and disability insurance.

Schedule:

The regular work week is 35 hours, 8am – 4pm. The successful candidate will have to be available to occasionally work evenings and weekends, have a valid diver's license and be available to travel outside of the Region or Province when required.