

POSITION DESCRIPTION

Economic Development Officer

For the

West Rainy River District Economic Development Committee

“the Committee”

The communities of the West Rainy River District (Township of Dawson, Lake of the Woods Township, Town of Rainy River) are seeking an Economic Development Officer (EDO) to join our team and be the lead in creating and facilitating innovative economic opportunities.

As the EDO you will work closely with the designated communities, local businesses, potential investors, innovative organizations, and educational institutions as the principal promoter and contact for business development; support local employment development through the facilitation, promotion and engagement; showcase the attraction of new investment; drive actions that continue the West Rainy River District’s brand “A Gateway to Adventure”.

THE SCOPE OF THE POSITION

- Employing creative strategies to attract leading edge businesses to the community that will grow our capacity in line with our brand “A Gateway to Adventure”.
- Completing the objectives as outlined in the West Rainy River District’s (WRRD) Strategic Plan and Actions
- Supporting the Committee in the execution of various economic development initiatives

KEY RESPONSIBILITIES

- Perform a variety of administrative, technical and analytical work
- Assist with the solicitation of new and expanded retail, mixed use, office and industrial developments
- Support existing business retention while working closely with other departments/divisions, external entities and the public
- Explore business expansion opportunities with a focus on those which enhance or expand the existing tourism, agricultural or resource based ventures.

PROMOTION

- Developing relationship with businesses enticing them to relocate to the WRRD
- Develop brochures and promotional materials
- Develop a WRRD Economic Development Web site

- Liaise with industry and government representatives to promote local businesses and individuals

ECONOMIC DEVELOPMENT PROGRAMS AND ADMINISTRATION

- Implements Committee approved strategy or programs including the Economic Development Plan
- Maintains a knowledge of land use zoning and status at all times.
- Serves as a communication link, with the CAO/Clerk-Treasurer and Councils through preparing reports, making recommendations and presentations.
- Represents the communities at appropriate regional, territorial and national meetings.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Effective communication skills including negotiation, mediation, and problem solving skills.
- Ability to conduct effective media relations and media interviews.
- Proficient government liaison skills including understanding of and an ability to work within the government context.
- Effective interpersonal and relationship building skills including business development relationships.
- Knowledge of existing government-sponsored economic development initiatives and programs.
- Demonstrated history in securing grant funding from government sources.
- Enhanced research and analytical skills including conducting and tracking economic, demographic, and market research.
- Knowledge of the fundamentals of finance, accounting, project evaluation, marketing, and legal processes.
- Demonstrates ethical conduct, discretion, and confidentiality at all times.
- Experience with Microsoft Office, online databases and customer resource management software

QUALIFICATIONS

- Effective organizational skills that include goal setting, time management, and prioritizing.
- A post-secondary degree in Business Administration, Economics, Commerce or Social Sciences is preferred.
- An equivalent combination of education, training and experience

PERSONAL SKILLS/ATTRIBUTES

- Ability to work independently and as a contributor to a small team
- Bondable
- Valid Driver's License with access to a reliable vehicle
- Preference will be given to applicants who reside within the catchment area or are willing to relocate for the duration of the contract.
- Willingness to work flexible hours
- Willing to travel as required

The West Rainy River District is a growing area with untapped opportunities. This small community atmosphere has a spectacular natural environment with an amazing live-work-play lifestyle that few places have to offer.

If this is you and you thrive on creating new opportunities and are looking for a Gateway to Adventure, then we would love to hear from you!