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## Executive Director of Economic Development

Remote-hybrid position reporting to the Board of Directors, Economic Development Corporation of North Simcoe (EDCNS)

### Overview

Located 90 minutes north of Toronto, on the southern shores of Georgian Bay, North Simcoe is a dynamic region in central Ontario well positioned for investment, growth and development. Our rural community offers businesses and stakeholders a strategic location, talented workforce and high value for their investment. The unique alliance of four municipalities (Midland, Penetanguishene, Tiny, and Tay) through the Economic Development Corporation of North Simcoe creates synergies and outcomes focused on operations that are cost-effective, innovative, efficient and global. We administer, with good stewardship, an annual budget of approximately \$400,000 funded by the four municipalities to empower continued opportunity, growth and economic prosperity for the citizens, businesses and investors of North Simcoe.

In North Simcoe, known as the Heart of Georgian Bay, we work hard and play hard. Our unique location steeped in nature and history offers an extensive collection of recreational activities to create an adventure-filled four-season lifestyle. Some 4.8 million square kilometres includes hundreds of mixed-use trails, national historic sites, museums, parks, festivals and events, marinas, restaurants, and shops that create a unique world-class destination. We live it, you'll love it.

We are currently seeking an energetic, ambitious, self-starter who is keen to make a lasting positive impact on business attraction, retention, and expansion within North Simcoe. We need someone with the experience and expertise to help us take our community to the next level by creating innovative economic development programs.

In this role, you will combine your years of experience, skills, networking abilities, and a big vision, to radically transform the organization's strategic plan and deliver on a renewed commitment to our local economy.

### Core Responsibilities and Essential Job Functions

An employee in this position will be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. An individual successfully performing in this position must complete each essential function to a high degree of satisfaction.

- Plans, directs, and reports on economic development programs within North Simcoe.
- Analyses, develops, executes and evaluates short-term and long-range plans and budgets to meet the corporation's goals and objectives.
- Supervises personnel, evaluates performance, manages disciplinary action, and oversees training and professional development.
- Prepares and presents reports including on financial information and program progress.
- Acts as a spokesperson for all activities of the organization including delivering deputations to municipal councils, media engagements, and public meetings.
- Keeps abreast of changing laws, regulations, official plans, planning practices, and policies through continued professional development. Maintains cooperative relationships with industry peers, municipal counterparts and other relevant contacts.
- Develops and maintains a comprehensive inventory of available buildings, sites, and opportunities and tracks business movement into and out of North Simcoe.
- Prepares and delivers presentations, marketing materials, information packages, meeting agendas, reports and other collateral to support business development, retention and attraction.

### Knowledge, Skills and Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A strong desire to make a positive and lasting impact on North Simcoe for its citizens, businesses and investors.



- Executive-level leadership experience within economic development, planning, or business administration.
- Thorough knowledge and understanding of the principles of economic development, including community development, job creation, business retention, and investment attraction.
- Considerable understanding of municipal operations, planning, development, and zoning
- Skills in public relations practices, personnel management and budgeting.
- Skills in development and management of economic development programs.
- Ability to establish good working relationships and use good judgement, initiative, and resourcefulness when dealing with business owners, government officials, community organizations, development professionals and members of the public.
- Ability to critically assess situations, solve problems, and collaborate effectively to achieve goals and objectives within deadlines, while under stress, and through challenges in work priorities.
- Ability to effectively communicate and present ideas and concepts orally and in writing, in both business and public forums. Ability to effectively utilise and master technologies to maximize efficiencies.
- Ability to recruit, train, supervise, and evaluate the work of others and build relationships while fostering a positive work environment.

The successful candidate must demonstrate in a resume that they possess the knowledge, skills and qualifications required to effectively perform the duties outlined for the position through a combination of relevant education and proven track record of professional experience.

#### **Physical Demands and Work Environment**

This is a remote-hybrid position with an expectation that the successful candidate may be required to attend in-person meetings and events once covid restrictions have lifted.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet, and may become loud in field situations.

#### **Compensation Package**

\$90,000 to \$120,000 in total compensation. Salary and benefits commensurate with relevant education, proven skills, and professional experience.

#### **How to Apply**

Email [recruitment@gbay.ca](mailto:recruitment@gbay.ca) with a cover letter introducing yourself, and include a resume that demonstrates how your combination of professional development and career experience has enabled a proven track record of transforming communities through economic development activities.

We thank all applicants who apply; but only those selected for an interview will be contacted.