

<u>POSITION TITLE:</u>	Vice-President of Economic Development
<u>REPORTS TO:</u>	Chief Executive Officer
<u>SALARY:</u>	\$103,722 - \$119,317

The Sarnia-Lambton Economic Partnership exists to promote economic growth in Sarnia-Lambton.

We are a private/public sector, community-based partnership that works to continually increase the economic activity in the County of Lambton through the provision of economic development services. At the Sarnia-Lambton Economic Partnership, we help the local economy grow by promoting the distinct advantages that Sarnia-Lambton proudly offers companies and residents. The team at the Sarnia-Lambton Economic Partnership works to attract high-value companies to our municipalities, support the expansion of existing businesses, encourage the start-up and growth of new companies, and entice newcomers to the area. We collaborate with local business leaders, educational institutions, entrepreneurs, industry, accelerators, and municipal governments, as partnerships are the key to the success of this welcoming community.

ABOUT THIS ROLE

We are looking for a Vice-President of Economic Development driving investment attraction, retention, and expansion initiatives. Vice-President of Economic Development reports directly to the CEO and collaborates closely with Economic Officers to develop and execute strategic programming that support Lambton County's economic growth objectives. You will lead a team of skilled Economic Development Officers (EDOs) and work collaboratively with stakeholders, businesses, and community partners.

You will also benefit from many advantages, such as:

- Full time hours, with an optional regular day off compressed work week
- Vacation time and excellent benefits package
- Pension plan
- Working with an established, knowledgeable team

WHAT YOU WILL BE DOING?

In this role you will be responsible for the direct supervision of three to five full-time Economic Development Officers. Below are your detailed key responsibilities:

Strategic Plan and Direction:

- Assist the CEO in developing SLEP's economic development strategy and priorities, including long-range program, and annual activities.
- Work with EDOs to develop annual plans that support business attraction, retention, and expansion activities.

Economic Development Leadership and Innovation:

Assist the CEO in developing and implementing in conjunction with local, regional, provincial and federal partners the business attraction and expansion strategy. Serve as a role model for SLEP's vision and mission.

Management and Facilitation of the Investment Attraction Process:

- Act as primary liaison for client companies that are evaluating Lambton County as a location for a business investment.
- Research, analysis and recommend strategic economic sectors for local development and external attraction.
- Delegate tasks to appropriate EDOs and provide strategic direction and oversight.
- Maintain oversight of EDO workload and assist in prioritizing activities and projects.
- Provide strategic direction to support economic growth in Lambton County through the facilitation of external and internal investment opportunities in targeted strategic sectors.
- Key contact for foreign direct investment projects and processes.
- Lead and support EDO's in site selection process for investment opportunities.
- Provide direction to business retention and expansion exercises and the development of associated programming.

Formulation and Implementation of Marketing Initiatives:

- Provide leadership in the management and formulation of strategic marketing programming and delivery.

Business Management:

Execute the organizations economic development objectives with established relationships with domestic and international site selection consultants, corporate real estate executives, corporate decision makers and local, regional, provincial and federal government partners and First Nations.

Management and Facilitation of Project Focused Initiatives

- Lead on sector focused initiatives and special projects, including associated research and relationships.
- Manage consultants and project staff's scope of work and performance.

Stakeholder Relations & Organizational Representation:

- Build and maintain strong relationships with SLEP's partners to support business attraction, retention, and growth. This includes being a visible representative to local, national, and international stakeholders, such as politicians, government administration, companies, academia and research, industry associations, and the public.
- Be a public facing representative of the organization for investment and growth activities including representing SLEP as part of investment programming, government engagements, public stakeholder activities, and media.

Reporting, Compilation & Ongoing Data Base Maintenance:

- Provide leadership and management of quantitative/qualitative data collection and analysis.
- Oversee the effective use of database management system and delivery of required reports.
- Monitor and report on key metrics for EDO staff.

Other duties as assigned or required.

WHAT SKILLS ARE WE LOOKING FOR?

- Knowledge and experience normally associated with a university degree in Business, Commerce, Economic Development, Planning, or a related discipline.
- Master's Degree in Business Administration (MBA), Economic Development (MED), or a related discipline is considered an asset.
- Designation as a Certified Economic Developer would be a definite asset.
- Minimum of 10 years of economic development experience working across a full range of economic development functions including business attraction, retention, and expansion, partnership development, workforce attraction, marketing, research and analytics.
- Demonstrated excellent verbal, written, and presentation communication skills including demonstrated ability to establish and maintain effective relationships with all levels of the organization, members of Council, internal and external stakeholders, government bodies and members of the public.
- Core competencies are associated with foreign direct investment, site selection, government relations and business consultation services.
- A valid Ontario driver's license and use of a vehicle.
- Ability to travel, work a flexible schedule and meet deadlines.

Work Location: Office in-person, with opportunity for flexible work arrangement.

Overnight travel, including international travel, may be an expectation of this position. As a condition of employment, employees must maintain (at their own expense) a current passport to facilitate international travel.

TO APPLY:

- Submit a resume AND cover letter outlining relevant experience and interest to careers@sarnialambton.on.ca

We thank all applicants for their interest and wish to advise that only those candidates selected for an interview will be contacted.