



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## ECONOMIC DEVELOPMENT OFFICER

### DESCRIPTION

Demonstrate initiative and ownership in seizing business opportunities and implementing projects to ensure optimal economic development of the beautiful Regional District of Mount Waddington (RDMW). Your role will be as much to advise and support businesses in their development projects as to ensure creating, communicating, and delivering the perceived values of the regional businesses/assets to potential customers, and therefore facilitating the growth in the existing/new business and industry sectors.

Reporting to and working with the Chief Administrative Officer, and in accordance with RDMW policy direction, you will be responsible for planning, organizing, directing, and controlling the RDMW's economic development activities. To this end, the main responsibilities consist of the following:

- Create and maintain business relationships with government departments, businesses, and institutions, as well as with local and regional partners, while working closely with all municipalities.
- Identify potential opportunities in various industries and business sectors and promote these opportunities to the current sector practitioners and potential investors.
- Research to assess the region's economic development potential and opportunities, as well as market trends.
- Develop and implement support programs (financial and technical) and be on the lookout for any program or subsidy that can help project development and implementation.
- Represent the RDMW on different committees and with organizations and attend various events.
- Work with different RDMW partners.
- Assist in the preparation of the annual budget of the department and ensure optimal management of the different budgets allotted.
- Develop and ensure the deployment of projects and funding grants that meet the economic needs of the community.
- Prepare and present monthly reports to the regional Board of Directors.

### REQUIREMENTS

- Hold a university degree in a field appropriate to the position and with a minimum of five (5) years of relevant experience in a related role; or an equivalent work experience of 5

years without a university degree; or any combination of education and professional experience with other experience may be considered.

- Have excellent communication skill, both orally and in writing.
- Possess a working knowledge of the common computer tools and software (Windows, Microsoft suite, etc.).
- Having knowledge of BC provincial programs, the local government sector and the relevant laws and regulations is an asset.
- Knowledge in recognized economic development approaches, methods and techniques as well as a knowledge of the economic issues is an asset.

## **DESIRED QUALITIES**

- Agile, proactive, action and transaction-focused mindset, i.e., ability to make cold calls.
- Good business sense and entrepreneurial mindset
- Innovative and results-oriented strategies are essential for success.
- Ability to work collaboratively in teams and partnerships, both internally and externally
- Ability to mobilize partners/investors/customers towards the achievement of common goals.
- Customer service skills.
- Team player, good mobilizer who supports the development of her/his employees.
- Ability to learn and integrate new information and to quickly understand complex and abstract situations.
- Project management and financial management skills.

## **SALARY**

This position is a permanent and full-time management-exempt position with 35 hours per week schedule. Competitive \$80,000 – \$100,000 salary range.

Interested applicants may send their application by e-mail no later than Friday, June 21, 2024, at 4:00 p.m. to the attention of Mr. David Kim, at [dkim@rdmw.bc.ca](mailto:dkim@rdmw.bc.ca)

Thanking all applicants, only those selected for an interview will be contacted.