



## ECONOMIC DEVELOPMENT OFFICER

Join our team on supernatural north Vancouver Island!

### About us

Established in June 1966, the Regional District of Mount Waddington (RDMW) stretches from Keta Lake to Brooks Peninsula to Cape Scott on Northern Vancouver Island, and reaches from Cape Caution up to the birthplace of the Klinaklini River and back down to Johnstone Strait on BC's rugged mainland coast. The RDMW encompasses a number of settlements, including the municipalities of Alert Bay, Port Alice, Port Hardy, and Port McNeill with an approximate population of 11,000. Deep coastal fjords, glacier fields, long wide valleys, rugged mountains, picturesque lakes, pristine coastal beaches, and remote islands encompass the breathtaking wilderness of the area and create the ideal outdoor adventurers' paradise!

### The Position

Reporting to and working with the Chief Administrative Officer, the Economic Development Officer will be responsible for planning, organizing, directing, and controlling the RDMW's economic development activities with the intent of attracting new businesses, encouraging investment opportunities, increasing job opportunities, and identifying opportunities for sustainable regional growth by promoting and marketing the RDMW as great place to live, visit, and do business.

### Key Roles and Responsibilities:

- 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 with organizations and attend events.
- Work with 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.

## **Knowledge, Skills, Technical Abilities, and Desired Qualities**

- 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 10 years without a university degree; or any combination of education and professional experience with other experience may be considered.
- Have excellent communication and customer service skills.
- Proficiency in Microsoft Office and SharePoint.
- 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.
- 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 to achieve common goals.
- Ability to learn and integrate new information and to quickly understand complex and abstract situations.
- Project management and financial management skills.

## **Salary and Benefits**

This is a permanent and full-time (35 hours per week), management-exempt position with excellent benefits, including health insurance, medical travel allowance, vacation pay, and Municipal Pension Plan. The position offers opportunities for professional development and advancement, in a supportive work environment that values diversity, inclusivity, and innovation.

Competitive remuneration range: \$70,000 to \$100,000.

To apply, please forward your application via email to David Kim, CAO: [dkim@rdmw.bc.ca](mailto:dkim@rdmw.bc.ca)

The Regional District of Mount Waddington Administrative Office is located in the beautiful seaside community of Port McNeill, British Columbia. Phone: 250-956-3301

To learn more about our area, please visit [www.rdmw.bc.ca](http://www.rdmw.bc.ca) and [www.myvancouverislandnorth.ca](http://www.myvancouverislandnorth.ca)

This position will remain open until filled.