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We're hiring for SEDS next Executive Director!

Full time.

Closing Date: Until filled.

Salary/ Contract: Starting from \$80,000-\$95,000 (commensurate with experience).

Location: Salmon Arm, BC, then Blind Bay pending establishment of new office.

If you've heard of the Shuswap, you know how beautiful it is. Four seasons, year-round outdoor adventure and a rich agricultural bounty are just some of our charms. The Shuswap Economic Development Society (SEDS) is seeking a highly motivated and experienced Executive Director to join our team. If you are skilled, talented and want to make a difference, we want to hear from you.

Executive Director position description:

Shuswap Economic Development is seeking a full time Executive Director. Reporting to the Board Executive, the Executive Director will provide economic planning, marketing and promotion, project management, hiring support and oversight of contractors for special projects, relationship building, business retention and expansion activities for SEDS service areas within the Columbia Shuswap Regional District.

SEDS is an independent Society, with an office in Salmon Arm and has a service agreement with the Columbia Shuswap Regional District (CSRD) to deliver economic development services to Electoral Areas, C,G,D and F within the CSRD. SEDS is engaged by the CSRD to develop and define strategies focusing on sustainable growth matched to opportunities specific to the needs of healthy rural and remote communities. There are a range of special projects under SEDS community economic development function and the Executive Director is responsible for coordinating, implementing, and promoting these projects, in keeping with SEDS new Strategic plan. The Executive Director will also be responsible for creating an annual workplan and budget.

The Executive Director (ED) will work as part of a small and dedicated team. Supported by an Administrative Assistant and Bookkeeper, the ED reports to the Board Executive, regularly liaises with the Chief Administrative Officer from the CSRD, and works with community organizations, industry groups, and regional partnerships. The ED coordinates Board Committees and Task

Force structures to implement the economic development strategy and Board priorities. This position will involve working outside of regular office hours and periodic out-of-town travel.

Key Job Duties & Responsibilities:

- Providing support and recommendations to the Board on sound economic development strategies and programs.
- Conducting research and analysis to support the development of business support, business attraction, workforce development, and marketing and communication projects and programs. • Preparing correspondence, written reports, sector profiles, proposals, data summaries and presentations regarding key findings on target industries, markets, key messages, and partners, including content development and production of materials.
- Developing and delivering various projects and programs to support economic development activities within established program delivery budgets.
- Providing economic and business development information to existing and prospective businesses and investors, business development proponents, government, and other private and public sector stakeholders, including relevant expertise and support for community economic development initiatives.
- Maintaining an awareness of current economic issues and opportunities important to the development of the Shuswap's economy.
- Establishing and building relationships with local and regional businesses, major employers, potential investors, industry associations, entrepreneurs, post-secondary institutions, and financial institutions to facilitate economic growth and diversification.
- Liaising with investors, government agencies, the business community and educational and financial institutions to implement initiatives and strategies that define both short- and longterm economic development goals and monitoring progress toward well-defined deliverables. • Supporting and/or making presentations to the general public, community stakeholders, the CSRD and the board as required.
- Coordinating and/or participating in conferences and trade shows to represent and promote SEDS.
- Monitoring, maintaining, and producing content for use on platforms including but not limited to:
social media platforms, websites, videos, marketing materials, advertisements, op-eds, and advertorials.
- Applying for or providing referrals to available funding programs; and
- Performing other related duties as required.

Knowledge, Skills, and Abilities:

- Considerable knowledge of workforce planning, business planning and investment decision making.
- Ability to conduct economic and market research.
- Ability to effectively manage economic development and other related planning processes.
- Demonstrated business sales experience.

- Proven ability to build relationships with Community Stakeholders.
- Ability to create annual work plans that identify short and long-term goals, define work objectives, key performance indicators, and performance metrics; demonstrated project management experience.
- Strong knowledge of research and statistical processes.
- Exceptional ability to self-motivate and to function with minimum direction and supervision.
- Advanced skills in facilitation, presentations, and public speaking.
- Strong research, grant and report writing skills.
- Excellent interpersonal skills to build and maintain cooperative working relationships with Board members and a wide and diverse range of community stakeholders.
- Ability to deal courteously, tactfully, and diplomatically with members of the general public, community and special interest groups, and internal and external customers.
- Strong written and verbal communication skills. Ability to work within, and contribute to, a proactive team environment.
- Ability to display independent initiative, judgment, creativity, and innovation in developing future solutions.
- Ability to facilitate problem resolution.
- Demonstrated commitment to customer service.
- Strong organizational, time management and project management skills. • Ability to manage social media platforms, engage and increase followers.
- Demonstrated competence with various computer programs pertaining to the work.
- Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Qualifications & Experience:

Education: A related bachelor's degree or two-year diploma from a publicly accredited post-secondary institution.

Experience: With a bachelor's degree – a minimum of three years of related experience in an economic development role which includes the preparation and implementation of business, workforce development, and marketing plans. With a diploma – three years of related experience.

- Consideration may be given to an equivalent amount of education and experience.
- Valid Class 5 BC Driver's license.
- Eligible to work in Canada.

What SEDS Offers:

- Competitive salary
- An administrative Assistant

- Professional Development opportunities and training.

How to apply

Please apply for this opportunity by emailing a resume and cover letter to:

ed@shuswapecdev.ca