

Job Posting: Economic Development Officer
Richmond County & Town of Port Hawkesbury



Are you passionate about driving economic growth and prosperity in vibrant communities? Do you possess a strategic mindset and a drive to make a positive impact? If so, then you could be the Cape Breton Partnership's next **Economic Development Officer!** In this role, you will cover Richmond County and Port Hawkesbury, and will seek to lead and support a wide and diverse range of economic development projects. Reporting to the President & CEO and as an important part of the Partnership's Island-Wide Economic Development team, the Economic Development Officer (EDO) has three priority areas:

- 1) Lead business attraction and investment readiness initiatives and respond to investment attraction inquiries and individual business requests within Richmond County and Town of Port Hawkesbury regions of the Cape Breton Regional Enterprise Network (CB REN).
- 2) Assist and lead the Municipality of the County of Richmond and the Town of Port Hawkesbury's effort to create the conditions for economic growth, particularly around attracting private investment into residential housing developments and business/industrial park upgrades, marketing and sale of sites.
- 3) Develop a robust vision and management strategy for the Ocean Innovation Centre in Port Hawkesbury that will allow it to become an asset of the Strait Area and an integral part of the wider Cape Breton and Nova Scotian innovation infrastructure ecosystem.

What you will do:

- Work with Cape Breton Partnership, the Municipality of the County of Richmond, the Town of Port Hawkesbury, Strait Area Chamber of Commerce, Invest Nova Scotia, Atlantic Canada Opportunities Agency (ACOA), Eastern District Planning Commission (EDPC), and other partners to support new business investment in the Strait Region of Cape Breton, primarily including Richmond County and the Town of Port Hawkesbury.
- Lead the Strait Area Working Group and Cape Breton Partnership's efforts to develop and launch the www.TheStraitofCanso.ca website – a promotional website for the many marine and industrial investment opportunities in the Strait of Canso.
- Support the marketing and sale of lots in municipally owned business and industrial parks, including the Point Tupper Heavy Industrial Park, the Richmond County Light Industrial Park, and the Joint Industrial Park in the Town of Port Hawkesbury.
- Develop, update and maintain a local land database of commercial sites available for development.
- Work with post-secondary, private sector, community, and government partners to enhance and coordinate entrepreneurship support services and programs – including streamlining, coordinating and promoting existing services, filling gaps in services with new programming, and establishing a functional network of innovation and entrepreneurship spaces across the island.
- Develop and implement plans to co-manage the Ocean Innovation Centre with the Town of Port Hawkesbury as a community innovation space that fosters the growth of Innovation Driven Entrepreneurship suited to local economic opportunities.
- Work with the MOCR/Port Hawkesbury Manager of Energy Sector of Development on investment attraction initiatives and other inquiries as they relate to the green energy sector.

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- Collaborate with the Cape Breton Partnership's communications team to develop coordinated marketing initiatives designed to attract investors and new businesses to the region, using the established brands and web properties of the Cape Breton Partnership and its partners such as www.EntrepreneurCB.ca, www.WelcomeToCapeBreton.ca and www.theStraitofCanso.ca
- Collect, aggregate and/or maintain relevant business and economic data for Richmond County and the Town of Port Hawkesbury, in collaboration with the CB REN team.
- Provide support and advice, as needed and/or requested, to the CAOs and other municipal staff to support the development or revision of municipal policies which will support commercial growth and protect municipal interests.
- Lead, manage and/or support municipal priority projects related to economic development as required.
- Develop strong relationships with local, regional and national business support organizations, partners, and stakeholders to ensure Richmond County and the Town of Port Hawkesbury are best positioned for growth.
- Contribute to and/or organize area task forces and committees such as the Strait of Canso Offshore Wind Task Force, Strait Area Working Group, and other initiatives as they arise.
- Attend and contribute to various Municipal council and committee meetings that are often held in the evening.
- Maintain confidentiality and manage a project budget effectively.
- Use CRM tool to maintain project database and client contact information, ensuring accuracy, integrity, and timely entry of data.
- Prepare written progress reports and presentations for funders, Councils, and other relevant stakeholders.
- Other duties as required.

What you can achieve: As an EDO, you will have the unique opportunity to drive tangible change and shape the economic landscape of Cape Breton communities. By collaborating with local businesses, government agencies, and community stakeholders and rightsholders, you can spearhead initiatives that attract investment, foster entrepreneurship, and create job opportunities. Join our dynamic team of professionals who are passionate about driving positive change and working together to achieve shared goals while enjoying a flexible work environment.

Qualifications:

Education, Experience & Knowledge:

- Post-secondary level education in a relevant discipline from a recognized academic institution, such as Business Administration, Commerce, Economics, or similar.
- 5 years of economic development and project management experience.
- Extensive knowledge of municipal government, relevant planning and economic development legislation, development approval processes, business park development, infrastructure requirements for business development, and taxation structures.
- Strong knowledge of business theories and practices as well as knowledge of local and regional economic development potential and opportunities.

Skills, Abilities & Competencies:

- Strong English communication skills (verbal/written).
- Strong project and contract management, organization, time management, and planning skills.
- Exemplary presentation and analytical skills; must be comfortable speaking in front of a crowd, including senior leaders, government officials, and entrepreneurs.
- Positive attitude and proven interpersonal skills.
- Must be a self-starter; someone who takes initiative and has the ability to work effectively and efficiently with minimal direction.
- Ability to effectively juggle multiple projects and tasks at the same time in a fast-paced environment.
- Ability to network effectively with communities, businesses, economic development professionals and a wide variety of other organizations.
- Must be tactful and able to exercise sound judgement and discretion when working or interacting with community leaders, diverse community groups, and all levels of government.
- Political awareness and sensitivity.
- Attention to detail.
- Effective computer skills. The successful candidate must be familiar with Microsoft Outlook, Word, Excel, and PowerPoint, as well as virtual communication tools like Microsoft Teams and Zoom.

Working Conditions:

- The EDO will work primarily Monday-Friday in an office environment, traveling to and from clients' places of work or to meeting locations convenient for clients' or partners' needs, with the option to work from home 2 days a week, provided you have a strong and reliable internet connection and can maintain confidentiality.
 - Flexibility in remote working or multi-site office locations may be available depending on the successful candidate's proximity to our established office locations in Port Hawkesbury, Arichat, Port Hood, Baddeck, and Sydney.
- Frequent sitting or standing while using a computer is required.
- Flexibility in working hours is required as some work will happen outside of regular hours.
- You will be required to travel frequently throughout the Island to fulfil the duties of this role.
- Valid Driver's License and access to a reliable vehicle is required.
- Office location: Port Hawkesbury and Arichat.

Details:

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- Full-time contract beginning as soon as possible until March 31, 2025.
- Salary: \$55,000 - \$79,500
- Two weeks paid vacation, paid sick days, plus an additional week of paid time off in December.
- Immediate access to our Benefits package and free Employee & Family Assistance Program.
- Offers of employment will be conditional on the candidate's ability to accept and comply with all terms and conditions of employment, including, but not limited to, confidentiality, intellectual property, non-solicitation, and conflict of interest policies.

To Apply:

Please submit your resume **and** a cover letter highlighting your qualifications and why you are interested in this role. Applications must be sent to careers@capebretonpartnership.com as a single PDF document by **4:00 p.m., Monday, April 22, 2024.**

About the Cape Breton Partnership:

The Cape Breton Partnership is an innovative and dynamic organization dedicated to promoting economic development and growth in Unama'ki – Cape Breton. Our mission is to collaborate with key stakeholders and rightsholders, attract investment, and support local businesses, all with the goal of building a thriving and sustainable economy. We believe that by harnessing the talents and potential of our community, we can create a brighter future for everyone.

The island-wide organization, led by a Board of Directors, runs a number of programs and initiatives, and administers two Regional Enterprise Networks (RENs):

1. Cape Breton Regional Municipality Regional Enterprise Network (CBRM-REN)
2. Cape Breton Regional Enterprise Network (CB-REN), which includes:
 - the Municipalities of the Counties of Victoria, Richmond, & Inverness;
 - the First Nation Communities of Membertou, Eskasoni, We'koqma'q, & Wagmatcook; &
 - the Town of Port Hawkesbury.

With approximately 25 staff located across Unama'ki – Cape Breton, the Cape Breton Partnership works with all levels of government, and private and non-profit groups to help foster inclusive economic growth on the Island.