

# Cultivate Your Career



## MANAGER, BUSINESS RETENTION & EXPANSION PERMANENT FULL TIME

Organization	City of St. Albert
Website	<a href="http://www.stalbert.ca">www.stalbert.ca</a>
Department	Economic Development
Location	29 Sir Winston Churchill Avenue
Salary	\$109,407 - \$131,932 per annum
Closing Date	May 20, 2024
Competition #	24/92

### OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Economic Development department as a Manager, Business Retention & Expansion.

Reporting to Director, Economic Development, this position will be responsible for strategic planning, program implementation, and relationship development associated with enhancing the competitiveness of local businesses and helping them grow, expand, and stay in St. Albert.

The key responsibilities will include:

- Leading the development, execution and enhancement of the City's services, programs, and events that help local business grow, become more competitive, and remain in St. Albert
- Leading the development, execution and enhancement of the City's services, programs, and events that foster local entrepreneurship and help residents start their business in St. Albert.
- managing all projects, initiatives, strategies, plans and staff within the Business Retention and Expansion branch.
- serves as a vital ambassador for St. Albert and a primary liaison between the private sector and the City.
- Management of the City's Business Licensing function and staff, ensuring that all business operating in St. Albert are licensed and compliant.

The person we seek should have a thorough understanding of private and public sectors operations, market dynamics, strategic planning, business development, and marketing. A positive, confident, solution-oriented individual with strong leadership and relationship skills and business acumen would be a good match for this role.

### QUALIFICATIONS

- A bachelor's degree in a field related to economic development, such as business, business administration, land development, commercial real estate or land planning, coupled with a minimum of five (5) year of relevant experience in areas like economic development or similar fields.
- A Certificate in Economic Development is an asset.
- Experience developing actionable strategies with proven results.
- Proven ability to grow and increase the competitiveness of business.
- Demonstrated ability to use data to make sound decisions and solve problems.
- Business support and counselling expertise with strong knowledge of business practices.
- Leadership training or courses in Municipal Government would be an asset.
- A valid Class 5 Driver's Licence and access to a personal vehicle for business use is required.

### HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 - 5:00 with a regular day off [RDO] every two weeks). Meetings outside of regular office hours, and work and/or travel in the evenings and weekends will be required.

### COMPENSATION

\$109,407 - \$131,932 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package including a defined benefit pension plan.

### HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

The successful applicant will be required to obtain a satisfactory police information check.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site [www.stalbert.ca/employment](http://www.stalbert.ca/employment)

### CLOSING DATE

May 20, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.