



Senior Economic Development Officer Executive Services Department

Position Summary

Reporting to the Manager, Economic Development this position plays a lead role in developing and managing Milton's Economic Development Strategy and the Action Plan that outlines the activities and initiatives that support investment attraction, retention and expansion as defined in the corporate strategic plan.

Major Job Responsibilities

- Economic Development Strategy
 - Leads Milton's Economic Development Strategy with a focus on investment attraction, retention and expansion initiatives defined in Milton's corporate strategic plan
 - Develops marketing, communications and promotional materials for attracting investment with a focus on the knowledge based economy
 - Creates and implements effective business attraction initiatives including pursuing business and development leads with owners, executives, developers and site selectors to promote Milton
 - Develops, reviews and leads business retention initiatives and maintains strong relationships with local business leaders
 - Collaborates with the departmental staff to support inquiries
- Business Development and Relationship Management
 - Establishes, cultivates and maintains internal and external strategic relationships with an emphasis on exceptional client experience
 - Establishes and maintains effective liaison and economic development communications with all levels of Town staff, Council and committees
 - Builds and fosters relationships with the ICI real estate community, site selectors, contractors, consultants, business leaders, investors, consultants, government representatives, institutions and other community organizations / local bodies.
 - Fosters relationships and consults with Halton Region, Toronto Global, other government agencies and community organizations on matters pertaining to investment attractions, programs, research, and other various economic development activities
 - Leads and represents Milton Economic Development on various committees including the Milton Economic Development Advisory Committee
 - Takes an active role in problem solving with Town staff, Halton Region and Province of Ontario representatives to provide assistance to developers and resolve issues for existing and prospective businesses
 - Provides direction to investors, developers, contractors and businesses navigating planning and building processes and resolving issues
 - Leads meetings and represents the Town at conferences and tradeshow
- Economic Development Action Plan
 - Leads the development and implementation of the annual Economic Development Action Plan and facilitates activities, initiatives and partnerships required to forward the goals of Milton's Economic Development Strategy
 - Manages and monitors performance of the plan making adjustments and changes throughout the year as needed
 - Prepares Council reports, presentations and briefing materials for the Chief Administration Office and Director, Economic Development & Strategic Initiatives including the Economic development Annual Report
 - Track key economic indicators and monitor the effectiveness of the Annual Work Plan and Economic Development Strategy
- Financial Control
 - Participates in the development and administration of economic development capital/operational budget
 - Forecasts non-residential development to aid in determining the anticipated non-residential revenues for the corporate budget
 - Represents Economic Development at quarterly variance meetings, as back-up for Manager
 - Facilitates new private sector partnerships and investment opportunities throughout the community

- Research and Analysis
 - Undertakes research, collection, interpretation, and analysis of economic, demographic and development indicators to support economic development initiatives and determine value propositions and competitive analysis
 - Monitors key economic indicators including non-residential data
 - Compiles and disseminates demographic, economic and business location statistics for inclusion in promotional and informational materials
 - Maintains up-to-date investment profile on the Town of Milton
 - Manages all website content including property listings, statistics, data, and resources with help of departmental staff
 - Identifies and monitors investment and business leasing and sales activity within the community
 - Contributes data to customer relations management database of contact information for owners, managers and other representatives of properties and businesses for economic development projects

Education and Experience

- Degree in Urban/Economic Geography, Business, Public Administration, Economics, Environmental Studies or Planning
- Masters in Urban/Economic Geography, Business, Public Administration, Economics, Environmental Studies or Planning is an asset
- 5 years of experience in economic development or related field with previous experience developing and implementing economic development strategies and action plans
- Certified Economic Developer (Ec.D)
- Strong communication skills including preparation and delivery of presentations and reports
- Excellent facilitation and meeting management skills
- Strong analytical and problem solving skills
- Excellent project management and organizational skills
- Computer proficiency
- Knowledge of Municipal Act, Planning Act, and related legislation is an asset

Salary Range: \$94,714 - \$118,393 (based on a 35-hour work week)

Interested applicants should apply online at www.milton.ca under the Employment Opportunities section. This role will be posted until it is filled.

If you are currently employed with the Town of Milton, please apply internally through the Jobs Hub app of your Workday account in order for your application to be processed as an internal applicant.

In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.