

# Cultivate Your Career



## INVESTMENT ATTRACTION OFFICER TERM POSITION, 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	\$91,317 - \$112,389 per annum
Closing Date	May 4, 2025

### OPPORTUNITY

The city of St. Albert, home to more than 72,000 residents, is a welcoming, growing community located northwest of Edmonton. With over 2,700 business, it is emerging as one of Alberta's top mid-sized cities for business. St. Albert has ranked at the top of several national surveys being recognized as a great place to raise a family, having an excellent quality of life, safety and a strong sense of community.

The Economic Development branch is recruiting a key member of the investment attraction team. Supporting Council's top strategic priority of Economic Prosperity and the City's Corporate Business Plan, this position will be responsible for executing and implementing tactics outlined in the City's Investment Attraction Strategy, which is aimed at attracting investment to Lakeview Business District, a key employment district, intended to be build-out over the coming decades.

The core responsibilities of the role include:

- Lead the development and execution of investment attraction and business attraction initiatives specific to the industrial portfolio and Lakeview.
- Serve as the primary point of contact for prospects related to the industrial attraction portfolio and participate in outbound industrial and sector specific investment attraction activities, including trade missions, delegations, conferences, forums, trade fairs and industry meetings.
- Lead presentations, organizing meetings, tours, and discussion with industrial real estate and the land development industry.
- Support the goals of the Investment Attraction & Growth branch as a City ambassador and key contact, resource and liaison between the private sector and the City, with an emphasis on Lakeview and the City's industrial sector.
- Foster relationships with landowners within Lakeview and facilitate development and/or divestment.
- Compile & report on relevant site plans, permits, construction projections, timelines and other data relating to ongoing or planned developments in Lakeview.
- Using critical thinking and creativity to help guide decision making relative to positioning

Lakeview's unique value proposition within a highly competitive regional and provincial industrial market.

### COMPENSATION

\$91,317 - \$112,389 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package including a defined benefit pension plan.

### QUALIFICATIONS

- Bachelor's degree in a field related to economic development, such as business, marketing, business management, land development, commercial real estate or land planning, coupled with a minimum of five (5) year of relevant experience, or
- A two (2) Diploma in a related discipline, paired with a minimum of seven (7) years of relevant experience.
- A Certificate/Designation in Economic Development (CEcD), land use planning, land development, real estate, or project management would be considered an asset.
- Membership in Economic Development Associations would be an asset.
- Proven success in developing actionable strategies that drive business growth and enhance competitiveness.
- General knowledge of basic land development fundamentals, including financing, land economics, market research, real estate, building and permitting requirements.
- Strong written and oral communication skills including public speaking experience.

### 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.

### CONDITIONS OF EMPLOYMENT

This is a term from May 26, 2025, to September 25, 2027.

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

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The successful applicant will be required to provide proof of educational and professional credentials.

Valid Class 5 Drivers License and a personal vehicle for work use are required.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment).

## CLOSING DATE

**May 4, 2025**

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.