

# Cultivate Your Career



## MANAGER, BUSINESS RETENTION & EXPANSION PERMANENT FULL TIME

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| 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       | \$112,689 - \$135,890 per annum                      |
| Closing Date | July 20, 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 businesses, 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 department is recruiting a key member of the management team. Supporting Council's strategic priority of Economic Prosperity, the Manager, Business Retention & Expansion will lead the development, implementation, and enhancement of strategies. Programs and services that help local businesses start, grow, and remain in our community, with the overarching goal of strengthening the local economy and creating jobs.

The key responsibilities will include:

- local business retention and expansion
- start-up and entrepreneurship
- strategic planning and business intelligence
- business licensing
- stakeholder relationship development and management.
- managing a branch and ensuring resources are deployed to achieve organizational goals.

The business retention & expansion team, which includes an Economic Development Officer, a Business Intelligence and Licence Specialist and a Business Licence Representative, undertake many initiatives to help increase business competitiveness, enhance the labour market, and create a business-friendly environment.

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 skill and business acumen would be a good match for this role.

\$112,689 - \$135,890 per annum. In addition, the City of St. Albert offers a comprehensive benefit package including a defined benefit pension plan.

### 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 5 year of relevant experience in areas like economic development or similar fields including 3 years of supervisory experience.
- Experience developing actionable strategies with proven results.
- Proven ability to grow and increase the competitiveness of business.
- Business support and counselling expertise with strong knowledge of business practices.
- Municipal Government Leadership training is considered an asset.
- A Certificate in Economic Development, Land Development, Real Estate, or Project Management is considered an asset.
- Membership to an Economic Development Association is an asset.

### HOURS OF WORK

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

### FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

### 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

### COMPENSATION

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the designated workspace, and the remainder may be worked remotely.

## CONDITIONS OF EMPLOYMENT

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

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.