
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting Full Time Non-Unionized opportunity in the **Economic Development Department** for an experienced and motivated individual.*

**Manager, Economic Development
(FILE #J0725-0618)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

The Manager, Economic Development is responsible for leading the department's business retention, expansion, and attraction activities, delivering day-to-day operations, managing assigned staff, and supporting the Director and management team on medium and long-term strategic planning.

The business unit's goals are to: (1) deliver business advisory services including site selection, corporate calling, and other core economic development services; (2) raise Vaughan's profile as a destination for investment; and, (3) develop strategic sectors to future-proof the local economy. This will be achieved by serving local businesses to resolve issues as they arise, providing business and economic intelligence, working with local, provincial and national stakeholders, and working with internal departments to help them contribute to a climate of job creation.

As a member of the Department's management team, the Manager will support with budget development and management, mentor and coach staff from across Economic Development, and collaborate with other municipal staff.

The Manager will routinely demonstrate that they are a self-motivated individual with high political acuity and problem-solving skills. They are well-organized individual and creative thinker.

At employee request, this position is eligible to take part in our hybrid work model as outlined in the City's Alternative Work Arrangement Policy.

Responsibilities

Consistent Service Delivery

- Responsible for the strategic and operational management of the Economic Development unit, including overseeing office staff, project coordination, customer service and administrative functions/services.
- Manages business advisory services that provide our clients with the information they need to achieve economic growth.
- Responsible for maintaining existing projects and their budgets, and the development of new projects appropriate for the business unit.
- Develops and maintains relationships with other Economic Development offices
- Undertakes special projects and assignments as required.

Invest in Our People

- Assesses staffing needs; participates in the recruitment process
- Manages assigned staff. Coordinates the work of staff including prioritization of work and guidance.
- Shares knowledge, skills and advice on strategies, programs and projects with staff.
- Manages, mentors, coaches, and guides staff members on project teams selected to plan and deliver activities.
- Provides Project Management leadership

Effective Service Delivery

- Thought leader: current awareness of new trends in business, and economic development.
- Represents the Department and the Corporation with business clients, community leaders, government offices and agencies, academic institutions, and other organizations as required

- Participates in Economic Development programs; and, in co-operation with other Economic Development Staff, assists and encourages the establishment, retention and expansion of new and existing businesses.
- Counsels and provides information to businesses or investors
- Liaises with other City Departments, developers/realtors, utilities and other government agencies to facilitate and expedite development within Vaughan.
- Researches, plans and executes environmental scans of York Region and neighboring jurisdictions
- Creates and ensures proper maintenance of computerized database for the purpose of monitoring contacts and programs.
- Oversees, writes, reviews, authorizes and presents reports to Council and other government stakeholders

Financial Sustainability

- Accountable for the business unit's annual budget and multi-year business plan.
- Manages, prepares, monitors, identifies efficiency/mitigation measures, reports and presents an annual current and capital budget for the business unit

Qualifications and experience:

- University Degree in Business Administration, Commerce, Marketing, Public Administration, Economic Development or related field, or suitable equivalent.
- Minimum of seven (7) years management experience related to business, community and economic development in private/public/not-for-profit sectors.
- Strong interpersonal, communication, team building, negotiation and mediation skills; considerable experience dealing with the public and elected officials.
- Ability to express ideas effectively, written and orally; report preparation is essential
- Excellent organizational, interpersonal and written/oral communication skills. Good problem-solving skills and ability to co-ordinate resources and support activities.
- Experience in market analysis, financial planning / forecasting, budget and business plan preparation and analysis, with a strong understanding of the government programs and services, rules and regulations for starting a small business.
- Experience in marketing and public relations with a good understanding of community stakeholders.
- Experience with proposal development and implementation.
- Proficient computer skills preferably MS Office suite, CRM, and social media.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Ability to work outside normal business hours, as required.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before August 29, 2025 at : [City of Vaughan - Manager, Economic Development](#)

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.