



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 6.26

**Position:** Senior Economic Development Officer

**Position Code:** 4ECEDC

**Status:** Permanent Full Time

**Number of Vacancies:** 1

**Employee Group:** Non-Union

**Salary:** \$85,354 - \$110,960 per annum

**Hours Worked Per Week:** 35

**Division:** Office of the CAO

**Department:** Economic Development

**Reports To:** Director, Economic Development

**Location:** Simcoe, ON (combination of remote, in office and site work required based on operational requirements of the role)

**Posting Period:** February 4, 2026 – February 18, 2026

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### How to Apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/D36526DF13>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcounty.ca)



**Basic Function:**

To foster, promote and implement approved economic development activities including business initiatives to retain, expand and attract investment, jobs and wealth in Norfolk County for the agricultural, industrial, commercial, knowledge-based, tourism, social enterprise, emerging technologies and entrepreneurial business sectors.

**Knowledge and Experience:**

- Post-secondary degree in business, economic development, or other related fields with transferable knowledge skill sets.
- Minimum of 5 years of progressive economic development experience, demonstrating leadership, performance measurements collaboration internally and externally and responsibility of team members.
- Membership with EDCO / EDAC; an Ec.D. designation or certificate in economic development would be considered an asset.
- Ability to obtain Ec.D. certification and designation within 3-5 years.
- Certified Economic Developer (CEcD) is considered an asset.

**Skills and Abilities:**

- The ability to work effectively in a team environment and the ability to work with members of the public in a variety of settings.
- You are a self-starter who can also work independently.
- Awareness of DEI within the community economic development sector.
- Knowledge and experience in Indigenous Relations is an asset.
- Well established and refined writing skills with extensive experience in Council and Public report writing with demonstrated ability to convey issues and concepts in a convincing manner.
- Excellent communication skills and experience in presenting information to individuals as well as larger audiences, including Council, Committees and various public meeting forums. Including Business Improvement Area, Chambers of Commerce and Boards of Trade.
- Excellent business evaluation and analysis / judgement skills.

- Demonstrated pragmatic analytical and problem solving skills.
- Commitment to personal and professional development by actively pursuing further economic development knowledge and skills.
- Demonstrated ability to exercise significant discretion and confidentiality.
- Demonstrated ability to manage multiple files and/or projects with changing priorities and levels of complexity.
- Sound knowledge of economic development principles and practices, Federal and Provincial and Regional programs and contacts.
- Sound Knowledge and awareness of available and relevant grants as they become available, reporting requirements and collaboration with third parties. provide comments on criteria and scope of grant prior to submission.
- Extensive knowledge of respective industry, business and new and emerging sectors and related promotion.
- Knowledge of development processes and real estate principles.
- Valid Ontario driver's license with clean driving abstract and access to a reliable vehicle.
- Excellent computer expertise in corporate standard software (Microsoft Office) and department specific software.
- Demonstrated experience with social media, website content writing, and customer relationship management (CRM) software. Such as City View, Salesforce.com, Executive Pulse, etc.
- Must be aware of safe and respectful work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

**Position Description:**

- Coordinate and deliver the corporate calling program Business Retention and Expansion and Attraction BR&E&A. identifying local business opportunities and challenges, and provide information and resources to connect businesses, entrepreneurs and social enterprises to support programs and services.

- Compile data resulting from visits; log relevant data in an appropriate CRM program; report monthly on activity; report annually on trends and progress; recommend programs and services to assist in business support; communicate urgent issues.
- Create and implement effective and relevant business attraction initiatives that align with the approved strategy including generating and pursuing business leads, conducting company prospect research, contact and engage with business owners, executives and developers to promote Norfolk County as an investment destination globally.
- Assist in site analysis by researching properties and businesses, facilitate prospect tours; participate in trade missions outside of Norfolk County; work with developers, realtors and land owners in a highly confidential manner; prepare information packages, proposals and responses to enquiries promptly.
- Coordinate and lead projects and strategies by working with municipal staff, community leaders, businesses and other stakeholders, determining needs, analyzing trends, scheduling and coordinating meetings, preparing and submitting reports, and developing solutions and recommendations.
- Represent the County to business associations, community agencies, and economic development organizations to promote partnerships and provide support to outside organizations; to encourage joint marketing initiatives; by attending various business meetings and events; and by keeping current on what is happening in the community.
- Foster relationships and consult with other governments, non-government agencies, academic institutions, financial institutions and community organizations on matters pertaining to community economic development, investment attraction, programs, research, policy, incentives and other activities.
- Support the development of assets required for the growth of local industries and entrepreneurs through relationships with non-governmental organizations and non-residential real estate investors.
- Lead and implement the Community Improvement Plan (CIP) business incentives program, receiving and reviewing applications, meeting with applicants, following policy, working with the Finance and other impacted departments on preparing loan and grant / funding agreements, processing

approvals, promoting, monitoring and reporting on the program, following up on projects as set out in policy or as required annually.

- Coordinate, Lead and Implement any other such approved programs such as economic recovery efforts, Municipal Accommodation Tax (MAT), or any other future approved program set out by legislation, Council or divisional/departmental work plan.
- Participate as an active, enthusiastic and supportive team member on the execution of the Department's annual work plan.
- Advise and assist the Director, Strategic Innovation and Economic Development on the development of the Department's annual work plan.
- Provide direction/ mentoring of staff/contract, students in the Department in response to handling of information requests, development issues and processes, programs and fees, demographics, and interpretation of appropriate policies and procedures. Assist other members of the Department team to undertake programs, services and activities, occasionally requiring work on weeknights and weekends, such as participation in external committees, trade shows, community events, networking functions, as required. Utilize all available and appropriate communication tools to raise awareness of the Department's programs and services, including emails, social media, blogging, media relations, etc.
- Assist with the development of policy and or policy alternatives to ensure support of the approved KPI's goals/objectives of long term planning for steady future sustainable economic growth by recommending modifications to economic development programs, policies and procedures, as appropriate. Including to measure KPI's and suggest changes in service focus to meet KPIs.
- Liaison with Economic Development Advisory Committee, BIA/Chambers/Board of Trade and other stakeholder groups in collaboration with the Director and as necessary.
- Prepare reports and presentations to Committees, Council and stakeholder groups as necessary.
- Responsible for and to operate within the approved budget, approved workplans and strategies.
- All other duties as assigned.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.