

**Golden And Area Community Economic Development Society
Position Description**

POSITION: Manager of Community Economic Development

REPORTS TO: Board

POSITION PURPOSE STATEMENT

The Manager of Community Economic Development is accountable and responsible to the Board for achieving the purposes of the Golden and Area Community Economic Development Society (the “Society”) within the Town of Golden and the surrounding Electoral Area “A” of the Columbia Shuswap Regional District.

OPERATING ENVIRONMENT

The Manager of Community Economic Development is the principle employee of the Society, charged by the Board to manage the business of the Society, to ensure that the policies and directives of the Board are carried out in an efficient and cost-effective manner and to do all things incidental or conducive to the attainment of the Society’s purposes.

Under the direction of the Board, this position is responsible for promoting orderly, environmentally sound, diversified and sustainable community economic development activities, resulting in an improved and enhanced quality of life for the residents of the Town of Golden and the surrounding community of Electoral Area “A”.

This position requires a broad general knowledge of business and government coupled with an ability to handle a variety of projects and tasks that must be completed within time deadlines. The incumbent will have a proven ability to work with business executives, government officials, labour leaders, and the public. The incumbent is required to attend meetings and be available outside the ordinary business hours of work, including evenings and weekends.

DUTIES AND RESPONSIBILITIES

The Manager of Community Economic Development will perform the following duties:

- 1. Manage the operations and affairs of the Society, including:**
 - submission of applications for Community Economic Development funding;
 - managing the corporate affairs of the Board;
 - preparation, presentation, and maintenance of the annual budget and work plan.
 - Preparation and presentation of reports on community economic development activities; and
 - supervision of all employees, consultants and contractors retained by the Society.

Duties and responsibilities (cont'd)

2. Community economic development assessment and planning through:

- obtaining input from current plans, business community and investors, government organizations and the public in order to assist the Board in the development of a strategic plan;
- providing advocacy, support and synergy to new business owners/investors, industry, community services, and organizations; and
- liaising with regional, provincial and federal government bodies as well as colleagues throughout the province to share information, access resources and streamline delivery of service to the Society.

3. Support economic initiatives and business development by:

- providing economic and business development information to interest groups, local government, other levels of government and business development proponents;
- supporting the efforts of the Society in its lobbying for economic and community development;
- identifying and assessing information that could have significant economic impact on the community;
- maintaining good working relations and open communication with existing industries (encouraging expansion) as well as new service businesses that can support existing industry;
- implementing systems required for effective collection and manipulation of data; and,
- developing and maintaining an inventory of business community contacts.

4. Develop and implement relevant marketing and communication strategies by:

- becoming familiar with the community's social/economic goals and objectives by establishing and maintaining a good working relationship between the Society and other public bodies;
- identifying and implementing marketing strategies that are aligned with the purposes of the society;
- developing resources required to support marketing and community relations campaigns;
- providing consultation, reports and interpretations of social, economic, demographic, and community data that will assist in promoting the Town of Golden and Electoral Area "A" to business and industry; and,
- preparing applications on behalf of the Society for community, business or industry awards, which can promote the community or enhance its status.

5. Perform other duties as may be assigned from time to time by the Board.

QUALIFICATIONS/EXPERIENCE

Reporting to the Board and area community of the Golden Economic Development Society, the Community Economic Development Manager is responsible for Community Economic Development. The incumbent should have a degree in Business and/or Public Administration, or Economic Development or a combination of skills, training and experience.

Criteria:

- Demonstrated ability to think and act strategically in a political and community service environment.
- Evidence of building effective working relationships with multiple stakeholders including industry and government officials and community leaders.
- Proven track record of developing, implementing and managing programs and policies to attract and stimulate business opportunities and economic activity in the community.
- Demonstrate measurable results and personal performance in the community development field

Skills/Ability:

- Excellent communication, computer and interpersonal skills are required;
- A minimum of 5 years experience in a senior role in an economic/community development organization;
- Work independently, lead a team network in a variety of social settings;
- Establish and maintain collaborative working relationships and lead complex projects;
- Understand government funding mechanisms that assist community development
- The incumbent must hold and maintain a valid BC Driver's License.

PERSONAL ATTRIBUTES

An innovative, strategic thinker, the incumbent will have well-developed interpersonal, communication and presentation skills along with a strong client-centered focus. Key strengths will include: excellent analytical, problem solving and organizational skills, the ability to work independently, diplomacy and good negotiation skills. The ability to maintain harmonious working relationships is mandatory.