

DIRECTOR, ECONOMIC DEVELOPMENT, Joint Economic Development Initiative (JEDI)

The Joint Economic Development Initiative (JEDI) is an established, award winning and dynamic regional partnership involving the City and County of Wetaskiwin and the Town of Millet. Offering a central location (only 30 minutes southeast of Edmonton), easy access to major transportation routes, and an existing base of world-class manufacturers; JEDI is positioning itself as the region of choice for industrial development in Alberta.

JEDI is looking for an experienced leader who inspires confidence and achieves results. Your background and experience includes a solid understanding economic development on a provincial and national level.

ESSENTIAL FUNCTIONS OF THE DIRECTOR:

- Plans and directs the JEDI partnership by designing and administering the partnership's budget, developing marketing plans and procedures, designing and executing a business retention and expansion strategy, managing partnership staff.
- Prepares and implements an economic development strategy for the partnership.
- Works with the administration of each member municipality to provide and comments on developer-submitted site plans, zoning requests and industrial projects.
- Serves as a liaison between partnership municipalities and private sector development by helping to negotiate comprehensive development agreements, evaluating fiscal impacts, communicating decisions, and presenting reports and agreements to JEDI stakeholders.
- Develops and implements targeting plans which identify specific types of businesses and industries to be encouraged to consider establishing operations in the JEDI Region.
- Takes a lead role in facilitating the selling of industrial and, including ongoing contact with industrial and commercial realtors.
- Plans, guides, and supervises JEDI office staff. Conducts performance evaluations and performs related personnel actions.
- Meets and assists investors, developers, and citizens interested in developing property for quality industrial use.
- Represents JEDI economic interests on appropriate local and regional committees and other similar groups.
- Works closely with Province of Alberta and other key economic development agencies on their initiatives to market the province and the JEDI region.
- Assists business prospects or their agents while they are seeking area information for industrial sites or buildings in the JEDI Region.
- Identifies the interests and priorities of businesses presently located in the partnership region to insure appropriate and adequate public support for business needs.
- Provides leadership to encourage local entrepreneurship and new business formation.
- Secures the cooperation of regional industrial executives to develop a "response team" to meet with important prospects to discuss the favorable economic climate in the JEDI region.
- Supervises the gathering and maintenance of information on significant industrial sites and buildings in the JEDI region in order to market them properly.
- Supervises the maintenance of current information on covering educational, cultural, and recreational facilities, housing trends, cost-of-living data, demographic data, business climate, tax structures, and other data pertinent to business investment decisions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

A suitable candidate will have thorough knowledge of the principles and practices of economic development including best practices in data manipulation, economics, and marketing, as well as:

- Considerable knowledge of:
 - strategic planning and research processes, project management, board governance, board staff relations, business planning, market planning, and report writing skills.
 - a broad span of commercial and industrial activity and how to match needs and specifications prescribed by prospects who are seeking to locate in a new environment.
- The ability to:
 - deal effectively with prospects or their agents from their first expression of interest to their final, onsite review in determining whether or not to locate a facility in the JEDI Region.
 - establish and maintain effective working relationships with investors, developers, business leaders, government officials, and other stakeholders.
 - communicate effectively, both orally and in writing.

PREFERRED QUALIFICATIONS:

- Post secondary education with major course work in Geography, Economics, Business Administration, Marketing, or a related field.
- Three (3) to five (5) years in economic and land development or an equivalent combination of training and experience.
- Extensive knowledge of land development and sales, and economic development issues and initiatives.
- An Ec.D. designation from the Economic Developers Association of Canada, or the necessary qualifications to obtain said designation.
- Proven experience in effectively promoting and facilitating a variety of developments.
- Ability to maintain effective, positive relationships with all levels of the public, including developers, senior business and political leaders and maintain confidentiality.
- Ability to develop and execute comprehensive economic development strategies.
- Ability to compile and present reports and statistics clearly and concisely.
- Possession of a valid Alberta Driver's License.