
Position Summary

Reporting to the Manager, Economic Development, this position is responsible for proactively connecting with existing businesses to understand and respond to local business needs. The Business Retention & Expansion Coordinator will engage the community in developing a comprehensive and robust business retention and expansion program, with the goal of helping businesses stay, grow, and commit to the communities within Rocky View County. This position works collaboratively and cross-functionally with other Economic Development team positions to support investment attraction opportunities.

The position is also responsible for coordinating and implementing projects and programs that support business attraction, business retention and expansion, redevelopment, tourism, destination marketing and event hosting, and other economic development and redevelopment programs or projects. The position collects, analyzes, and presents economic and business information to internal and external stakeholders.

Core Accountabilities

Business Retention and Expansion

- Initiate, develop, influence, and maintain collaborative relationships with a diverse group of stakeholders, specifically both internally and externally, including staff, council, higher levels of government, business, community organizations and academia sectors.
- Determine Business Retention & Expansion community capacity including readiness and community economic challenges.
- Liaise with, respond to and attend meetings with local chambers of commerce and business associations.
- Provide efficient responses to requests for information and deliver a high level of internal and external customer service.

Marketing and Sales

- Support the Economic Development team in marketing Rocky View County, developing information packages, working with developers, realtors, and area landowners, researching properties and businesses, and participating in facilitation of prospect tours.
- Respond to inquiries from the public, businesses, developers, realtors, and site selectors in a timely and professional manner.

Research

- Conducts research to identify emerging community and business needs, trends, and services, and compiles and analyzes data.

Administration

- Provide input on trends in marketplace and in local business.
- Manage relationships with vendors, service providers and contractors, ensuring that all items are invoiced and paid on time.
- Manage office services by ensuring office operations, equipment and supplies are maintained and stocked, correspondence control, filing systems are designed and followed, supply requisitions are reviewed and approved.
- Provide administration support as directed by the Manager, including input in the preparation of reports and presentation material.
- Demonstrate a high level of administrative skills including the management of priorities and deadlines.

Position Requirements

Completion of a Bachelor's degree involving acquisition of an advanced understanding in economic development, public or business administration along with a minimum of five (5) years in a similar position. An equivalent combination of related experience and education may be considered.

- Demonstrated understanding of successful business retention and expansion initiatives.
- Experienced in handling a wide range of administrative and management support related tasks.
- Ability to effectively communicate at a semi-technical and professional level with business owners, elected officials, residents, managers, and the public.
- Proven ability to withstand stressful situations, influence positive outcomes through negotiations, and respond courteously to complaints.
- Team player with a positive attitude.
- Able to work on multiple projects simultaneously while meeting deadlines.
- Professional social and interpersonal skills, excellent relationship building skills and the ability to function in a major organizational unit requiring significant internal and external interaction.
- Demonstrated excellent judgement and reasoning skills, and the ability to make quick decisions.
- A valid Class 5 Alberta Driver's License with an acceptable Driver's Abstract is required.