

Regional Economic Development Officer

The Town of Taber and the Municipal District of Taber are forward-thinking organisations committed to driving economic growth and prosperity in our region. Together with our regional neighbours and stakeholders, we foster innovation, attract investment, and enhance the competitiveness of local businesses within this thriving and diverse agricultural hub. Our abundance of natural resources helps position us among the nation's leaders in farming. We are currently seeking a highly-skilled and motivated Regional Economic Development Officer to join our dynamic team and contribute to advancing regional prosperity.

If you are passionate about driving economic growth, fostering innovation, and making a meaningful impact on our region's prosperity, we invite you to apply for the position of Regional Economic Development Officer. Join us in shaping the future of our vibrant communities!

Position Overview

As a Regional Economic Development Officer, you will play a crucial role in developing and leading projects to stimulate economic growth, create employment opportunities, and promote sustainable development within our region. Through your expertise in data analysis, market research, and policy evaluation, you will provide valuable insights and recommendations to guide decision-making processes and drive positive economic outcomes.

The successful candidate will report to the CAOs (or their designates) as this position is shared equally between the two municipalities for a three-year period. As an energetic and personable individual, you are adept at building and navigating relationships while simultaneously seeking opportunities to enhance the economic development programs and strategies of each municipality.

As a skilled marketing professional, you will be responsible for representing, promoting, and marketing the joint economic interests of the Taber region from a local, provincial, national, and international level. You identify opportunities to further support business retention and expansion by engaging with the regional business community and other economic and business development initiatives and providing excellent customer service to internal and external stakeholders.

A capacity for in-depth knowledge specific to the relational aspect of agricultural innovation and business development would be considered a significant asset.

Responsibilities

- Represent the joint economic development partnership at networking functions, trade shows and conferences, and at other local and provincial events.
- Public relations and customer service.
- Act as a liaison with local businesses, community organizations, and government agencies on behalf of the Town of Taber and the Municipal District of Taber.
- Research and data analysis.
- Conduct secondary research on regional economic indicators and synthesize them for regular distribution and promotion.
- Ensure the region's agri-food economic powerhouse reality is conveyed.
- Build relationships with local businesses and community organisations to collect data about their challenges and opportunities.
- Provide programming recommendations based on data from regional retention visits.
- Work with municipal communications to develop copy and design for print and online communication platforms such as advertorials, newsletters, brochures, ads, posters, and media releases.
- Develop and roll out communication strategies and campaigns targeting local businesses.
- Develop regular reports for CAOs and municipal councils.
- Special projects and programs (ie. actively representing the Town of Taber and the Municipal District of Taber within regional economic development initiatives such as Canada's Premier Food Corridor <https://www.canadaspremierfoodcorridor.ca/>)
- Research, develop and manage innovative programs and policies for business retention and expansion.
- Research, develop applications and manage grant funding opportunities.

Qualifications

- Minimum 5 years of experience in economic development, marketing, investment attraction, business development, or a similar role.
- Project management or economic development accreditation is an asset.
- Experience in the public and private sectors is preferred.
- Demonstrates excellence in customer service.
- Strong interpersonal and superb networking and relationship-building skills.
- Advanced knowledge of research methodology with the ability to collect, interpret, and present complex data effectively.
- Detail-oriented, with a proactive and self-motivated approach to work.
- Ability to work independently and collaboratively in a fast-paced environment.

- Excellent communication skills, both written and verbal.
- Experience with grant writing is an asset.
- Ability to develop and maintain contacts and relationships within the regional community.
- An in-depth and advanced understanding of the significant potential and opportunity centred on agri-food and value-added agricultural investors looking to locate themselves along the Highway 3 corridor is considered an asset and will be a focus for this role.
- Proficiency with Microsoft Word, Excel, and PowerPoint, as well as data analysis software and statistical tools.

At the discretion of management, comparable experience and education may be considered.

Interested individuals are invited to submit by email a cover letter and resume with references to the following:

Municipal District of Taber

Email to: HR@mdtaber.ab.ca

RE: Regional Economic Development Officer

Closing Date: July 31, 2023

The Municipal District of Taber encourages qualified applicants to submit their application package promptly, as resumes will be reviewed as they are submitted and continue until the position is filled.

We thank all applicants, however, only those invited to an interview will be personally contacted.