

Job Vacancy

Position: Manager Business Development
Job Posting: 037-048-2022
Department: CDES
Division: Economic Development
Status: Full Time

Wage Range: \$79,794 - \$94,954
Job Class: 5
Shifts: 35 hours/week
Posted: May 19, 2022
Closes: June 3, 2022, 4:30pm

Purpose:

- Undertake business development activities.
- Grow investment and employment in key sectors.
- Perform Business Retention and Expansion activities resulting in job, assessment and new business growth.

Primary Duties and Accountabilities include, but are not limited to:

- Provide input on division plans and execute initiatives for identified sectors; identify new business development opportunities.
- Complete work plans, manage budgets, project schedules and reports.
- Develop strategies to grow existing businesses and pursue business development opportunities; including key sectors (e.g. Advanced Manufacturing –forestry, mining, metal fabrication, and, Aviation).
- Develop, implement and monitor a business retention and expansion program.
- Develop and engage client prospects and execute opportunities to a successful close.
- Negotiate and manage contracts for business development opportunities and projects identified in the division plans, as requested.
- Conduct market research, and develop reports; make recommendations on evolving opportunities; monitor and report on the impact of initiatives.
- Initiate, build and maintain relationships with stakeholders; e.g. various levels of government, business, community organizations, officials and media outlets.
- Conduct outreach and promote the community to grow and attract new prospects.
- Represent Economic Development at various functions; e.g. community and business meetings, working groups and participates on various committees (variable business hours may be required).
- Visit industrial sites and businesses to provide advice and information regarding programs and services in support of the client's needs.
- Provide advice and support to various levels of staff on Economic Development issues.
- Review and provide recommendations on proposals, applications and planning matters on behalf of Economic Development.
- Attend various events to attract new business and assist local businesses with expanding their operations, e.g. conventions, trade shows and trade missions.
- Assist clients in obtaining access to government services and support; working with the client in developing plans and applications to government programs or through private sector funding sources.
- Ensure commercial and industrial land directory is current and accessible; including Economic Development websites.
- Provide functional direction to staff under the supervision of the Director.
- Maintain client information using division database.
- Report annual/quarterly/monthly results and outcomes consistent with annual business plans.
- Perform other duties as assigned.

Qualifications:

- University degree in a related field; e.g. Public or Business Administration, Commerce or Economics
- Computer literacy in Microsoft including experience in Excel, Word, Outlook, PowerPoint, etc.
- Master's degree in Business Administration, is an asset.
- Member of Economic Developers Association of Canada or Economic Developers Council of Ontario is an asset.
- Working knowledge of Client Relationship Management system (CRM), is an asset.
- Five years related experience in a business environment, including economic development and project management.
- Five years Supervisory/Management, preferably within municipal government or not-for-profit organization.
- Strong working knowledge of business and the regional economy.
- Strategic and critical thinking skills.
- Political acuity.
- Effective planning, decision-making, problem-solving, and reasoning skills.
- Excellent presentation, oral, and written communication skills.
- Ability to meet and interact with people in a pleasant, professional, and responsible manner; including council, various levels of government, staff, and public. Organize time and tasks successfully in a fast-paced environment.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 037-048-2022 Manager Business Development

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.