



JOB DESCRIPTION

POSITION: Economic Development Manager

Effective Date: May 19, 2020

General Outline, Scope and Purpose:

The Economic Development Manager (EDC) reports to the Board of the Misty Isles Economic Development Society, or MIEDS. MIEDS is a local organization that provides leadership in economic development initiatives undertaken on behalf of the five communities, which includes the Village of Masset, Village of Port Clements, Village of Queen Charlotte, and Skeena-Queen Charlotte Regional District Electoral Areas D (Rural Graham Island) & E (Sandspit and Moresby Island) on Haida Gwaii. The goal is to improve the region's overall capacity for sustainable economic growth, seek economic diversification, and work collaboratively with the Haida Nation.

The EDM supervises the MIEDS work team comprised of the Grant Manager and Tourism Coordinator to deliver on workplan goals. The EDM works with the MIEDS Board of Directors to identify and promote development and diversification opportunities on Haida Gwaii.

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 specified deadlines. The EDC may be asked to attend meetings and be available outside the ordinary business hours of work, including evenings and weekends.

DUTIES AND RESPONSIBILITIES

1. Team Leadership and Human Resources

- Supervision of the Grants Manager and Tourism Coordinator positions
- Works with team to identify annual workplan and project goals and the strategies and tactics to achieve those goals
- Ensures team communication and prioritization of projects
- Keeps accurate and current records of employment agreements and employee documentation

2. Community economic development assessment and planning through:

- Provide input and guidance to MIEDS 3 Year Strategic Plan for MIEDS based on input from the member communities, public, and Board;
- Participates in developing and implementing an annual Work Plan, Report and budget based on priorities identified in the 3 Year Strategic Plan;
- Provides advocacy and synergy to new business owners/investors, industry, community services, and organizations; and liaise 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 community;

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 island community in its lobbying for community development;
- Identifying and assessing information that could have significant economic impact on the community;
- Identifying grants and funding opportunities or partnerships available to further the economic development goals/initiatives of the community (i.e., Federal Government, Provincial Government, Haida Gwaii Community Futures, Northern Development Initiative Trust, Coast Sustainability Trust, Gwaii Trust Society, Service Canada, private sector, Vancouver Foundation, Real Estate Foundation, et al).;
- Liaising with government departments to keep up to date on governmental progress and/or changes to policy affecting businesses (i.e., Ministry of Forests, Service Canada, Agriculture, Revenue Canada, et al);
- 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 strategies by:

- Becoming familiar with the Islands' social/economic goals and objectives by establishing and maintaining good working relationships between the community and public bodies;
- Establishing and maintaining contact with business and political leaders on Haida Gwaii to determine opportunities;
- Identifying and implementing marketing strategies that are aligned with the goals of MIEDS' Tourism Portfolio;
- Providing consultation, reports, and interpretations of social, economic, demographic, and community data that will assist in addressing Island wide issues.

5. Bookkeeping, Records Management, Payroll

- Processes payroll bi-monthly using the Ceridian payroll application
- Ensures employee benefits plan is in place and changes to the program are communicated to the team
- Processing bookkeeping transactions including accounts payable and accounts receivable
- Keeps records required to support organization funding agreements and projects
- Keeps records required for registered society's and corporations
- Keeps records of contracts in support of projects

6. Perform other duties as may be assigned from time to time.

QUALIFICATIONS/EXPERIENCE

A post-secondary degree directly related to community economic development or two to five years experience in the community economic development field or related knowledge and experience in a parallel field is an asset.

Criteria:

- Demonstrated ability to think and act strategically in a political and community service environment;
- Demonstrated leadership of organizations with diverse memberships and mandates;
- Evidence of building effective working relationships with multiple stakeholders including industry, government officials, community leaders, and First Nations;
- Proven track record of developing, implementing, and managing economic development programs;
- Demonstrate measurable results and personal performance in the community economic development field.

Skills/Abilities:

- Excellent communication, computer, and interpersonal skills are required;
- Understanding of the economic development function in small resource dependent communities;
- Work independently, within a team framework in a variety of social settings;
- Establish and maintain collaborative working relationships and lead complex projects;
- Understand government funding mechanisms that assist community development;
- Ability to facilitate small group discussions and chair large meetings;
- Project management knowledge, business planning and marketing skills, computer applications expertise, e.g. MS Office, Excel, Power Point, Adobe Pro, etc;
- Skilled in forestry related negotiations, contracts and forest agreements;
- Demonstrated experience in tourism marketing and social media;
- Experience in budgeting and strategic planning;
- Able to prepare comprehensive reports to satisfy the needs of various agencies from Ministerial to Regional to Public;
- Have and maintain a valid BC Driver's License.

PERSONAL ATTRIBUTES

As an innovative and strategic thinker, the EDC has 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, with good diplomatic and negotiation skills;
- The ability to maintain harmonious working relationships is mandatory;
- Excellent time management and organization skills;
- Detail oriented;
- Able to manage complex projects in a variety of sectors concurrently;
- Skilled at multitasking.