

Position Title: Economic Development Officer

Date: June 2010

Reports to: Hope Business and Development Society

Position Summary:

Reporting the Chairperson of the Hope Business and Development Society (HBDS), the Economic Development Officer (EDO) will provide planning and management direction to business and tourism professionals and support staff, and will be directly involved in strategic initiatives supporting the economy of the greater Hope area.

The EDO will develop and support strategic business projects for HBDS including alignment with and implementation of the District of Hope's Economic Development Plan; and assist in the research, preparation and implementation of financing/funding and grant proposals for projects that will result in increased income and employment opportunities in the community. The EDO is accountable for the development and administration of the budget and for the hiring, development and management of HBDS staff. The EDO will work with the HBDS Board and District to develop operational plans to implement the economic development strategy and business development services to its clients.

The HBDS provides the following services to the greater Hope area:

- Promote the greater Hope area region for economic purposes;
- Prepare and disseminate promotional material and economic data for the greater Hope area;
- Function as the greater Hope area contact for business development enquiries;
- Provide assistance to businesses in dealing with all levels of government;
- Advocate, on behalf of the greater Hope area, to government, with regard to issues, policies, legislation and public projects that are deemed to impact the economy of the area;
- Provide current and relevant economic and business information to governments, business interests that may be considering investment in the area, and to existing businesses and individuals for the purposes of promoting economic growth and stability in the area;
- Initiate and coordinate such studies as may be identified as being essential to attain economic development in the greater Hope area;
- Undertake any other tasks, projects, or initiatives that will enhance the economy of the greater Hope area, where these projects are assigned by the District and approved by the Directors; and,
- Implement the actions and initiatives identified in the Economic Development Strategy and Annual Plan as approved by the Directors.

Duties and Responsibilities:

1. Planning and Strategy Development

- Identification of a strategic direction, in conjunction with senior officials of the HBDS and the District.

- Regularly update the economic development strategy.
- Development of a business plan for the overall direction and operation of HBDS and its staff. These shall include the pursuit of economic development projects, the delivery of programs and services to the business in the greater Hope area, and the marketing and promotion of the greater Hope area.

2. Management

- Hiring, management, professional development and performance assessment of staff.
- Development of annual work plans for all staff to ensure effective delivery of programs and services.
- Development and management of the budget for HBDS. Provision of accurate and timely financial reports. Maintenance of financial records and preparation of monthly and annual reports to the HBDS Board.

3. Business and Economic Development

- Work with staff to implement the economic development strategy.
- Manage or oversee the management of economic development projects.
- Seek outside investment and business opportunities.
- Handle complex and high-end business/investor contacts.
- Identify and pursue business and industry opportunities.

4. Media and Community Relations

- Represent HBDS to the media on matters of economic and business development.
- Develop high level networks with representatives of senior government, business and industry, regional and community agencies, First Nations and others to stay abreast of current events and for exchange of information and development of partnerships of mutual benefit.

5. Marketing and Promotion

- Identify the need for and develop a variety of promotional and marketing vehicles to attract business and new residents to the greater Hope area:
 - Community profile and promotional brochures
 - Videos, including CD or online versions
 - Trade shows
 - Business prospectuses
 - Web site
 - Business and economic database

6. Contracts and Grant Writing

- Identify and pursue additional sources of funding through support from senior levels of government, business and industry and consulting contracts.
- Identify, tender, enter into and manage all contracts on behalf of HBDS.

7. Technical Support

In conjunction with HBDS staff undertakes a variety of planning and technical support activities.

- Conduct forecasts based on economic, social and environmental trends
- Identify strategic business and economic development opportunities.
- Analyze the effect of proposed or pending legislation on the business and economic climate of the community
- Conduct research, analysis, planning and evaluation
- Develop policy positions and papers on matters affecting business and economic development

8. Board Support

- Attend all HBDS board meetings and provide professional advice and assistance to the board and to the officials at the District. The EDO plays an active role with the board in setting strategic direction and is the senior executive involved in the pursuit of significant economic and business development opportunities.

Qualifications and Requirements

This position requires an individual with a degree in business, commerce, economics, or a related discipline, or sufficient experience, knowledge and ability. The individual should have at least 5 - 10 years experience and progressively increasing responsibility in economic and/or community development, marketing and/or business administration, research, planning, evaluation, or a combination of experience and education. Other requisite attributes are:

- Expertise as a strategic planner.
- Ability to effectively manage economic development and other related planning processes.
- Proficiency in community economic and business development.
- Effective human resource management skills.
- Strong analytical and research skills.
- Seasoned report writing and verbal presentation skills.
- Experience in group facilitation, consensus building and mediation.
- Effective financial management skills.
- Ability to deal with diverse groups of people and interests, organize multi-faceted activities and manage time effectively.
- Sound knowledge of computers including word, power point, accounting and data base programs.
- Where possible, training and/or experience in a field related to the economy of the greater Hope area.