



Manager of Business Development

People, Place, Prosperity

Working within our Strategic Plan, **Cambridge Connected**, and committing to our values of Integrity, Respect, Inclusiveness and Service, the successful candidate will work together to help the City of Cambridge achieve our vision: A place for people to prosper – alive with opportunity.

Job Profile

Reporting to the Director of Economic Development, the Manager of Business Development oversees the activities and operation of the Economic Development Division related to business attraction, business retention and expansion, marketing, entrepreneur and small business development, real estate development, finance, workforce development, downtown renewal, brownfield/greyfield development, business improvement areas, along with film permitting and marketing. The Manager recommends industrial/commercial/downtown/brownfield/greyfield development strategies to the Director and facilitates economic growth in Cambridge through interaction with the business community.

What you will be doing

- Assists the Director in providing Economic Development expertise to Council, senior management, the business community, developers and the general public.
- Manages the preparation of related studies either by staff or outside consultants, including the preparation of terms of reference and hiring of consultants.
- Represents the City's interests on both internal and external committees and task forces such as the Economic Development Advisory Committee, Manufacturer's Innovation Network, Waterloo Region Small Business Centre Board of Advisors etc.
- Responsible for the execution of Capital Projects including preparation of tender documents, contract administration, inspection, site meetings and compilation of payment certificates. Participates in negotiations with contractors regarding change orders/extras.
- Prepares the Divisional Capital Budget submissions.
- Supports development and implementation of a marketing strategy to promote Cambridge as a location for new business and a place for existing business to expand and grow.
- Liaises with the local business community to assist with their growth needs and connects them with the support network for business be it upper levels of government or NGOs.
- Analyses and interprets economic information on the Municipality, Region, Ontario to develop policies and promotional material. Develops and implements the Business Visit program.
- Liaises with government agencies, site selectors, realtors, development community etc.
- Ensures employees work in compliance with the Occupational Health and Safety Act, regulations, and Corporate Health and Safety Policies and Procedures.

Education

University Degree in Business Administration, Economics, Planning, or similar programs.
Professional Planning or Economic Development certification or Professional Land Economist certification is required.

Experience and Knowledge

Five (5) to Seven (7) years of experience at a Senior level in a municipal environment.

We will ask you for these items if you are hired

Proof of your current and valid certificate(s) and/or educational qualifications.
Supervisor Health and Safety Awareness Training Certificate from the Ministry of Labour (may be obtained post offer).
Valid G driver's license.

Your compensation

This position is within Grade 7 of the Non-Union Salary Schedule and has an annual salary range of \$106,639 to \$130,048. We offer a comprehensive benefit package and are an Ontario Municipal Employees Retirement System (OMERS) employer.

Hours of work

Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours per week). Some hours outside of those listed may be required.

Advertisement expiration date

To apply, please visit www.cambridge.ca/careers. This posting closes on January 8, 2024.

Accommodation needs and protection of privacy

The City of Cambridge is an equal opportunity employer, committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals, and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the recruitment and hiring process.

Please contact Human Resources to make your needs known in advance, with the nature of any accommodations that you may require in respect to any materials or processes used to ensure your full and equal participation throughout the recruitment and hiring process.

Personal information collected in relation to the recruitment process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and used solely to determine eligibility for employment with the City of Cambridge only.