

The District Municipality of Muskoka is currently recruiting for a Regional Economic Development & Grants Officer



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Regional Economic Development & Grants Officer provides leadership on regional economic development (ED) initiatives through broad community involvement and promotes the economic wellbeing of Muskoka by fostering an inclusive, welcoming and environmentally healthy community that is vital to the local economy.

What you will do:

- Research, analyze, and support the development of a regional ED strategy and implement strategic action plans in line with the District's Strategic Plan and the Muskoka Official Plan, including a focus on regional broadband expansion, workforce development and supports for new Canadians in Muskoka.
- Act as an advisor on Regional ED to senior staff, elected officials, other levels of government and external stakeholders.
- Coordinate, provide leadership and be the point of contact for pan-regional issues, including developing partnerships on behalf of the region.
- Represent the District and participate in various committees and working groups focused on economic and community development throughout Muskoka.

What you will need:

- Post-secondary qualification in Economic Development or Economics, Commerce, Business, Social Science or related discipline.
- Minimum 3 to 4 years of progressively responsible experience in ED, marketing and/or public relations.
- Certification as a Professional Economic Developer an asset.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a **Permanent Full-time** opportunity at the District. The annualized compensation range for this role is **\$77,529 to \$91,280 (2023 rate)**. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, April 10, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION

Regional Economic Development & Grants Officer

Department:	Administration	Reports to:	Manager, Regional Strategic Initiatives (RSI)
Effective Date:	March 2024	Supersedes:	New
Classification:	Non-Union Class NU6	Job Evaluation Date:	March 2024

POSITION SUMMARY:

Provides leadership on regional economic development (ED) initiatives through broad community involvement and promotes the economic wellbeing of Muskoka by fostering an inclusive, welcoming and environmentally healthy community that is vital to the local economy.

DUTIES & RESPONSIBILITIES (not limited to):

- Research, analyze, and support the development of a regional ED strategy and implement strategic action plans in line with the District’s Strategic Plan and the Muskoka Official Plan, including a focus on regional broadband expansion, workforce development and supports for new Canadians in Muskoka.
- Act as an advisor on Regional ED to senior staff, elected officials, other levels of government and external stakeholders.
- Coordinate, provide leadership and be the point of contact for pan-regional issues, including developing partnerships on behalf of the region.
- Represent the District and participate in various committees and working groups focused on economic and community development throughout Muskoka.
- Support the development of a proactive organizational strategy to improve grant writing capacity, write grant applications and provide grant writing support for improved third-party funding opportunities and outcomes.
- Compile and update relevant economic data, maintain current community profile report, including economic statistics and indicators, local workforce and sector data and services.
- Pursue partnerships and working relationships with Indigenous Communities, the business community, newcomer service agencies, local industry and area residents to support a healthy economy.
- Represent business and community interests to external ED stakeholders.
- Draft reports and make presentations to senior staff, Council and other stakeholders as required.
- Work with District communications team to develop resources required to support, implement and monitor effective outreach and marketing strategies.
- Maintain an awareness of regional, provincial and federal economic planning programs and activities, and report on findings/ impacts to the appropriate parties.
- Develop and maintain active contact with other business and ED organizations, and government agencies to stay abreast of current programs / services and ensure that District’s interests are being effectively served
- Assist in the preparation of the annual budget to support economic development workplan.
- Other related duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Post-secondary qualification in Economic Development or Economics, Commerce, Business, Social Science or related discipline.
- Minimum 3 to 4 years of progressively responsible experience in ED, marketing and/or public relations.
- Certification as a Professional Economic Developer an asset.
- A broad general knowledge of business and government coupled with an ability to handle a variety of projects which must be completed within deadlines and budget limits.
- Sound personal judgement, discretion and credibility.
- Excellent interpersonal skills and the ability to advocate and influence change.
- Strong facilitation, collaboration, and conflict resolution skills