



Manager of Economic Development

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a full time Manager of Economic Development. Reporting to the Associate Director of Lands and Sustainable Development the Manager of Economic Development will support and promote economic growth for Alberta Métis. The Manager will be responsible to work with internal and external stakeholders to create sustainable investment opportunities for the MNA Government to consider. They will promote the MNA community, and seek opportunities for developing sustainable programs that address the needs of the community. The successful candidate must have the ability to make good strategic decisions; demonstrate community leadership; build relationships with economic development partners, business communities, Indigenous Governments, Municipal/Provincial and Federal Governments, and other institutions.

Responsibilities

- Develop and implement economic development strategies, plans and goals for the department
- Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.
- Secure funding for economic development activities and programs
- Develop and manage programs and services to improve the business environment in the community.
- Liaise with other economic development organizations
- Promote local opportunities and identify valuable commercial and industrial investments that will create sustainable revenues for the MNA.
- Facilitate partnerships between businesses, government, financial, and education institutions and the community
- Act as primary contact for business and investor inquiries and act as liaison with the local business community, industry and government agencies.
- Maintain an awareness of regional, provincial and federal economic planning programs and activities.
- Develop and maintain active contact with other business and economic development organizations, and government agencies to stay current on programs and services that ensure the Community's interests are served.
- Ensure compliance with regulations and internal policies
- Work with the Associate Director to coordinate and supervise daily operations
- Collaborate in staffing responsibilities (hiring, training, evaluating etc.)
- Assist in budgeting and monitoring expenses
- Other related job duties as required.

Skills Knowledge and Experience

- Proven experience as a Manager
- Economic development theories and practices.
- Business planning strategies.

- Local, regional and provincial economic potential and opportunities.
- Building strategic partnerships and facilitating the development of collaborative relationships.
- Understanding of principles and trends within the economic development industry.
- Ability to identify and promote community economic development projects and initiatives.
- Ability to develop and analyze business plans
- Proficient in MS Office and comfort with new software.
- Outstanding communication and public speaking skills
- Excellent organizational and leadership skills
- Aptitude in problem-solving
- Ability to work alone or as a team member.
- Excellent organizational skills
- Ability to work with confidential information
- Ability to work effectively with stakeholder groups, business owners, executives, and elected officials.
- Understanding of the local economic, cultural, and political environment
- Knowledge of Metis history, culture and people an asset.

Education and Job Knowledge

BA in Commerce, Business Administration, Economics, or related field.

Closing Date: Monday, January 15, 2018

Submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway Avenue,
Edmonton, Alberta, T5G 0X5
E-mail: employment@metis.org