



**Economic Development Officer for City of Grand Forks and  
Rural Grand Forks (Area D)**

Issue Date: May 21, 2019

Closing Date and Time: June 4<sup>th</sup> 2019

Submission by Email:

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Funding for this project is provided by the Province of B.C., Ministry of Forests, Lands, Natural Resources Operations and Rural Development – Rural Dividend Program

## OVERVIEW

Funding from the Province of B.C. for an economic development function and strategy for the City of Grand Forks and Area D (rural Grand Forks) was awarded to Community Futures Boundary in the fall of 2018 following one of the worst flooding events in B.C.'s recent history. The immediate impact of this event on the regional economy is estimated to be \$26 million with continued projected losses moving forward. Community Futures Boundary is seeking applications from qualified individuals with economic development experience that would be responsible for implementing a comprehensive three year "Economic Development Strategy/Work plan" that is currently under development. More specifically, this position would be responsible for carrying out economic development initiatives which will help to create an environment conducive to retaining and attracting business, diversifying the local economy and supporting the community's recovery from a significant event which has had a significant negative impact on the regional economy.

The Economic Development Officer (EDO) is a highly visible, accomplished professional, who will work with Community Futures Boundary, the City of Grand Forks, Rural Grand Forks (Area D). As well, the EDO will work with an economic development advisory committee that will provide ongoing input and direction into the work plan and will act in an advisory capacity for economic development work longer term.

The EDO must have the ability to:

- Make good strategic decisions
- Demonstrate strong civic and community leadership
- Build relationships with economic development partners, the business community and all levels of government
- Undertake the implementation of an Economic Development Strategic Workplan, ensuring performance measurements and timelines are met
- Provide overall coordination and implementation of various projects and activities identified in the Strategy/Workplan
- Develop and Implement an aggressive Business Retention and Expansion program
- Identify the need for and develop a variety of promotional and marketing tools such as a "Community Profile" for distribution to potential investors
- Undertake analysis and evaluation of economic and business development opportunities
- Secure funding for economic development activities and programs
- Develop resources to support, implement and monitor effective marketing strategies
- Respond to business and investment inquiries and support potential investors to navigate through the planning process
- Participate in community/public consultation processes
- Attend Council meetings and other committee meetings as required
- 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 in order to stay abreast of current programs and services

- Attend and facilitate advisory, community and other relevant meetings
- Prepare reports as required
- Build strategic partnerships and facilitate the development of collaborative relationships
- Work with Planning, building and by-law departments within the City and Regional District

## EDUCATION AND EXPERIENCE

Applicants must possess:

- Excellent communication and public relations skills
- Post-Secondary Education in Economic Development, Business, Commerce, Marketing or a related field or
- A combination of education and a minimum of two years' experience working in Economic Development field
- Competent in Microsoft applications
- Be willing and able to speak and present publicly
- Experience with writing and securing grants
- Valid driver's license and personal vehicle
- A very good understanding of local government in rural communities
- Experience working in and with a committee structure

## WORK CONDITIONS

This is a full time two year position under this funding source. Hours of work will vary in accordance with meetings and activities outside of regular business hours.

## COMPENSATION AND OTHER

- A mutually agreed contract administered through Community Futures Boundary to be negotiated dependent upon qualifications for a period of up to two years. Salary range is \$75,000-\$85,000 per year plus benefit package (offered after mandatory probation period).
- All interested parties are asked to provide a cover letter and resume to the supplied email within the closing date and time – no late entries will be considered and should be in PDF format.

## TIMELINES

Position Issued	May 21, 2019
Applications must be received no later than 4:30 pm	June 4, 2019
Interview process completed by	June 21, 2019
Contract is anticipated to commence on	July 2, 2019

Submission of a cover letter and resume shall be received by e-mail [jennifer@boundarycf.com](mailto:jennifer@boundarycf.com) no later than 4:30 pm. June 4<sup>th</sup>, 2019. We thank all interested applications, however only those short listed will be contacted.