

# Employment Opportunity:



<b>Position Title:</b>	<b>Director of Economic Development</b>
<b>Reports to:</b>	Chief Administrative Officer
<b>Classification:</b>	Full-Time Permanent (35hrs/week)
<b>Salary:</b>	\$59,018 - \$90,000; Dependent upon experience and qualifications

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## Position Summary:

The Director of Economic Development is a senior leadership position reporting to the Chief Administrative Officer and responsible for advancing sustainable economic growth within the Municipality of the District of St. Mary's (MODSM).

The Director provides strategic leadership in investment attraction, land development readiness, business expansion and retention, and policy innovation. The role is responsible for preparing, implementing, and continuously refining a forward-looking Economic Development Plan aligned with Council priorities, infrastructure capacity, climate resilience goals, and regional growth opportunities.

Working collaboratively with Council, staff, businesses, developers, and provincial and federal partners, the Director will identify, structure, and advance high-impact projects that position St. Mary's for long-term economic resilience and responsible growth.

## Duties of the Position:

1. In accordance with the Municipal Government Act, foster Economic Development within the Municipality by developing and delivering on the Economic Development plan for the Municipality, including identifying and recommending areas and sectors of focus for short- and long-term economic growth.
2. Lead the review of, and maintain current all municipal planning and strategy tools to support economic development, including but not limited to the Municipal Planning Strategy, Land Use By-law, Climate Change Action Plan, and under the direction of the CAO, support development of the Strategic Plan.
3. As defined in the municipality's Economic Development Plan, fulfill the following functions:
  - Serve as the municipal lead in negotiating, structuring, and finalizing Community Benefits Agreements aligned with Council priorities to maximize economic, social, and infrastructure benefits for the Municipality.
  - Identify and advance strategic land development opportunities, including municipal land readiness, servicing feasibility, and incentive structures.
  - Evaluate business proposals and provide recommendations to the CAO and Council on the appropriateness and levels of support for the proposals.



- Lead the development and implementation of strategies to increase housing supply, including partnerships with private and non-profit developers.
- Develop positive and supportive relationships with existing and aspiring businesses, tourism operators, and economic/tourism-focused community organizations.
- Act as liaison between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development and assist in capitalizing on economic development opportunities and projects as identified.
- Lead the establishment of formal and informal networking and/or association(s) to meet the needs of the business community across the municipality.
- Lead climate change initiatives.
- Manage special municipal programs and events related to economic development.

4. Provide strategic advice to the CAO and Council on economic trends, risks, and growth opportunities. Includes monitoring economic indicators and preparing data-driven reports to support policy and funding decisions.

5. Prepare media releases, advertisements and promotional material related to municipal economic development initiatives.

6. Prepare and manage budgets for the economic development department.

7. Other duties as assigned and/or required.

**Qualifications:**

- Post-secondary degree in Economic Development, Business Administration, Commerce, Urban Planning, Public Administration, or a related field; or an equivalent combination of education and progressively responsible experience.
- Minimum five (5) years of progressively responsible experience in economic development, municipal leadership, business development, land development, or a related field.
- Demonstrated experience leading strategic initiatives and delivering measurable economic outcomes.
- Experience working within or alongside municipal government, including familiarity with the Municipal Government Act and municipal planning processes.
- Experience evaluating development proposals and structuring partnership agreements.
- Experience preparing business cases, feasibility assessments, and investment analyses.
- Valid Nova Scotia driver's license.

### **Skills and Competencies:**

- Strategic thinker with the ability to translate Council priorities into actionable economic initiatives.
- Strong financial and business analysis skills, including ability to assess project feasibility and risk.
- Demonstrated ability to negotiate, structure agreements, and manage complex stakeholder relationships.
- Political acuity and ability to provide balanced, objective advice to senior leadership and Council.
- Exceptional written communication skills, including preparation of Council reports, funding applications, and policy proposals.
- Strong public speaking and presentation skills.
- High level of initiative, accountability, and results orientation.
- Ability to manage multiple projects simultaneously in a fast-paced environment.
- Strong data analysis and research capabilities.
- Relationship builder capable of working effectively with private sector leaders, non-profit organizations, community groups, and other levels of government.
- Sound judgment, discretion, and ability to manage confidential negotiations.
- Resilient, adaptable, and solutions-oriented.

### **Working Conditions:**

- Primary work location is the municipal office at 8296 Highway 7, Sherbrooke, with regular travel throughout the municipality and region.
- Standard work schedule is 35 hours per week; however, flexibility is required. Evening and occasional weekend attendance is necessary for Council meetings, business engagements, public consultations, and regional/provincial meetings.
- The position requires frequent interaction with business owners, developers, investors, elected officials, community organizations, and government agencies.
- The role involves time-sensitive funding deadlines, proposal evaluations, and strategic initiatives that may require extended focus periods.
- The Director may be involved in confidential negotiations related to land development, incentives, or business attraction.
- Occasional travel within Nova Scotia for meetings with provincial/federal partners, regional economic organizations, and conferences.
- Work is primarily office-based with site visits to development locations and business properties as required.
- The position operates within a small municipal environment requiring initiative, independent judgment, and the ability to manage competing priorities with limited administrative support.



### **Key Benefits of the Role:**

- Supportive environment committed to your learning and development
- Impactful work, make a difference in your community
- Positive, inclusive team culture
- Ability to participate in benefits program after six months
- Generous vacation time, plus 13 paid holidays annually and available sick time
- Annual performance-based salary increases
- 35 hours per week regular employment plus limited evening work, compensated through time in lieu

### **Applications:**

Applications by resume and cover letter along with references will be accepted until **8am on Monday, March 16<sup>th</sup>, 2026 or until the position is filled.** Only those applicants selected for interviews will be contacted. The Municipality of the District of St. Mary's is an equal opportunity employer and are committed to a work environment that supports, inspires and respects all individuals.

### **Applications accepted by:**

Email to: [employment@saint-marys.ca](mailto:employment@saint-marys.ca)