



JOB TITLE

Senior Economic Development Officer

NON UNION

Close Date: August 21, 2026

Permanent Full Time

POSITION SUMMARY

Under the direction of the Manager of Economic Development, this position is responsible for leading, facilitating, and promoting community and economic development in order to secure opportunities and facilitate processes for economic and business development and sustainability, and to increase business growth.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

1. Responsible for building and developing relationships with various public and private sector representatives throughout the County of Simcoe and the province of Ontario. Represent the County of Simcoe Economic Development Office on various regional committees, write reports and make recommendations to the Manager of Economic Development or Director, Economic Development & Airport Services, on policies and programs to assist in the development of the Economy of Simcoe County, or status updates on various projects or committees.
2. Work with regional stakeholders to assist in the implementation of the County of Simcoe Economic Development Strategic Plan.
3. Lead, supervise and/or work with department staff on development and implementation of strategies, which may include investment attraction marketing strategies, labour strategies, and sector-based strategies.
4. Lead, supervise and/or work with department staff on enhancements and content updates to the Economic Development section of the County of Simcoe website.
5. Lead, supervise and/or work with department staff on the development of advertising, promotional and marketing materials, to be utilized in print advertising, at trade shows, and requests for information on the Simcoe County area.
6. Organize, implement, and represent the County of Simcoe at special events, trade shows, and training seminars within Simcoe County, Ontario or internationally as required.

7. Respond to requests for information on the County of Simcoe from various stakeholders which could be potential investors, real estate agents, municipal partners, provincial agencies, or general public that could come into the office in the form of email requests, telephone inquiries or in person.
8. Meet with business owners/senior executives/developers and/or senior government representatives to present and promote the County of Simcoe regarding new investment opportunities. Prepare Investment proposals/packages and deliver presentations/pitches regarding new investment opportunities.
9. Provide project management expertise for projects in the Economic Development Office including developing project charters, project objectives / parameters, detailed schedule of deliverables, project plans / timelines, determining project resource requirements, process mapping, and project execution and management. Project management activities will include ensuring timely and quality deliverables; preparing regular project status reports; conducting project status meetings with project teams; proposing solutions for and resolving project issues; and developing, monitoring, analyzing, and reporting on key performance indicators.
10. Provide input into the development of budgets and selection of projects for the Economic Development Office and ensure expenditures are within assigned authority and limitations.
11. Analyze and identify trends in the economy and propose responses for consideration by the Economic Development Office to address the potential opportunity or challenge.
12. Lead, supervise, and/or work with department staff on key economic development performance indicators including identification, tracking, monitoring, and communication.
13. Conduct the preparation of proposals, business cases, research / analysis / position papers, briefing documents, project status updates, presentations, correspondence, and Committee and Council reports for internal and external purposes.
14. Develop, maintain, and use CRM system.
15. Represent the Economic Development Office at various events and public meetings, occasionally outside ordinary work hours, as required.
16. Seek out, research, and oversee funding and grant opportunities to assist in financing Economic Development projects.
17. In consultation with the Economic Development Manager, lead and assist the Manager with hiring and monitoring of project specific contracts.
18. Responsible for ongoing outreach with business community.
19. Responsible for staying current on business trends and look for innovative ways to support and create business in an ever-changing economy.
20. Lead and coordinate community consultations and focus groups.
21. Comply with provincial and County occupational health and safety legislation, regulations, policies and procedures.

22. Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
23. Performs the duties of the Manager of Economic Development (Manager) during the absence of the Manager through a rotation or as called upon by the Manager or Department Director.
24. Perform other duties as assigned, including redeployment in emergency situations.

CORPORATE COMPETENCIES

Has knowledge of and demonstrated ability in our corporate competencies:

- Acts with the Customer in Mind
- Ensures Accountability
- Continuously Seeks to Improve Work Processes
- Collaborates
- Communicates with Impact
- Is Resilient

EDUCATION, TECHNICAL SKILLS AND CERTIFICATION

- Requires a university degree in Planning, Business Administration, Urban Development, Political Science, Economics. This job may be considered for educational equivalency in accordance with County Policy.
- Attainment of Economic Development designation is an asset.
- Proven ability to foster a cooperative work environment with multiple, cross-functional stakeholders.
- Strong interpersonal, time management, presentation, multi-tasking, communications (both written and oral), and leadership skills.
- Strong project management, analytical, research and problem-solving skills.
- Computer proficiency in MS Office software applications.
- Valid G class drivers license and access to reliable vehicle.
- Graphic design, Word processing, spreadsheet and database computer skills required as well as map reading software is an asset.
- Criminal records check that is less than 6 months old at time of hire.

EXPERIENCE

- Requires at least five (5) years' experience working in economic development.
- Previous experience in a municipal environment will be considered an asset.

- Requires knowledge of community economic development theories and practices as well as knowledge of local and regional economic development potential and opportunities.
- Requires an understanding of municipal planning processes, working knowledge of the Ontario Municipal Act, Planning Act and Regulations.
- Requires an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of real estate as well as geographic and socio-economic characteristics of Simcoe County is a benefit.
- Must have an excellent understanding of municipal government process as well as the ability to interpret policies, regulations, and legislation.
- Demonstrated “Customer First” service treatment of customers, partners and colleagues.
- Demonstrated flexible and positive approach and initiative in completing assignments.

EFFORT

- This position requires periods of mental, aural (listening) & visual attentiveness as well operating a computer, taking minutes, focused concentration on detail, report analysis, developing/maintaining complex spreadsheets, etc.
- Management of multiple tasks and meeting deadlines.
- May be exposed to some stressful situations from time to time.
- Will also require some lifting of materials and setting up and take down of trade show booths etc.

WORKING CONDITIONS

- This position requires lengthy desk and computer work as well as occasional long days at trade shows or other special events.
- This position is regularly required to work in addition to and outside of standard business hours.
- Some events may take place outdoors.
- Travel within the County of Simcoe is required; as well, travel beyond Simcoe County including international travel may be required occasionally.
- Occasional driving.
- Ability to work remotely if required.

SALARY

\$96,242 - \$117,099 per annum