



The City of Port Moody is a growing community of 34,000 residents located 30 minutes east of downtown Vancouver at the head of the Burrard Inlet and just steps from seaside parks, mountain trails and lakes. To achieve our mission of providing services that enhance the quality of life for all of our residents, we are looking for motivated individuals to complement our team.

Manager of Economic Development

The City of Port Moody has an exciting new opportunity for a Manager of Economic Development, reporting to the City Manager, to promote the City as a development and investment opportunity and to seek out development and investment initiatives. This position will act as an ambassador for the City for economic development, attracting and facilitating the introduction of new industries, businesses and services to the City while facilitating the development and retention of existing local business.

The Manager of Economic Development will lead the development of strategies (including a 5 year plan and the development and implementation of the City's Economic Development Strategy) with particular emphasis on business retention and expansion programs. This position will develop policies and procedures, including incentives, to promote the City as a business and investment location and will develop relationships with possible investors while liaising with local business community organizations. The Manager of Economic Development will provide support to the Mayor's office, the Economic Development Committee, and will act as the liaison between various relevant local, regional, provincial and federal agencies in the economic development context. This position will monitor community economic data and trends, implement annual work plans, manage the day-to-day operation of the City's economic development function, and prepare and facilitate proposals, funding opportunities and partnerships for economic development projects and initiatives.

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory Police Information Check as well as a satisfactory Driver's Abstract.

Please apply online @ www.portmoody.ca/jobs by the posting close date.

Basic Qualifications

- Bachelor's degree in Commerce, Economics, marketing or Community Economic Development (post-graduate level education would be considered an asset)
- 5 years of related experience, including experience and demonstrated success in economic development or a closely related field
- Sound knowledge of municipal government operations and modern economic development practices
- Well-developed business planning, marketing, and public relations skills
- Strong research and analytical skills
- Excellent ability to communicate effectively with a variety of audiences, including experience with public speaking and facilitation
- Highly developed interpersonal skills with proven ability to understand stakeholders' points of view and to incorporate them to influence changes, the development of plans, and decision-making
- Knowledge of Port Moody would be an asset
- Knowledge of the technology sector would be an asset

The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities.