



RED ROCK
A Superior Treasure

**TOWNSHIP OF RED ROCK
JOB DESCRIPTION**

Job Title	Economic Development Officer (EDO)
Reports To	CHIEF ADMINISTRATIVE OFFICER
Salary Range	\$75,000 – \$82,000 annually

Purpose and Scope

Reporting to the Chief Administrative Officer, the Economic Development Officer is responsible for implementing the Township's economic development priorities in accordance with Council's Strategic Plan. The EDO leads initiatives supporting business attraction, business retention and expansion, tourism development, investment attraction, grant funding, strategic partnerships, and community economic growth.

The EDO serves as the Township's primary contact for economic development initiatives and works collaboratively with Council, department heads, businesses, developers, Indigenous communities, government agencies, community organizations and regional partners to strengthen Red Rock's economy and promote sustainable growth.

Key Responsibilities

- Implement economic development priorities identified in the Township's Strategic Plan and support future updates to the plan.
- Promote business attraction, retention and expansion opportunities.
- Serve as the primary contact for developers, investors, businesses and economic development inquiries.
- Develop partnerships with Indigenous communities, neighbouring municipalities, government agencies, tourism organizations and regional stakeholders.
- Advance waterfront and tourism development initiatives.
- Identify, prepare and administer grant funding opportunities.
- Coordinate economic development projects and special initiatives.
- Prepare reports, recommendations and presentations for Council and Administration.
- Promote Red Rock through marketing, investment attraction and community promotion initiatives.
- Monitor economic trends and identify opportunities for growth and diversification.
- Maintain economic development data, records and performance measures.
- Evaluate the sustainability of the Economic Development Officer position and recommend long-term opportunities to continue the role beyond the funding period.

- Collaboration with department heads to identify economic development opportunities and support the implementation of strategic municipal initiatives.
- Engage with residents, businesses, Indigenous communities and regional stakeholders to identify opportunities that support economic growth and community development.
- Perform other related duties as assigned by the Chief Administrative Officer.

Qualifications

- Post-secondary education in Economic Development, Business Administration, Planning, Commerce, Public Administration or a related field.
- Minimum two (2) years of related experience, preferably in municipal government, economic development or a related field, or an equivalent combination of education and experience.
- Experience with grant writing, project management and stakeholder engagement is considered an asset.

Skills and Abilities

- Knowledge of municipal government and community economic development principles.
- Strong project management, organizational and analytical skills.
- Excellent written, verbal and interpersonal communication skills.
- Ability to build effective working relationships with businesses, government agencies, Indigenous communities and community organizations.
- Ability to work independently while managing multiple priorities.
- Proficiency in Microsoft Office applications.
- Valid Ontario Class G Driver's Licence and access to a reliable vehicle.

Working Conditions

- Office environment with regular interaction with the public, businesses and community partners.
- This position is primarily office-based with regular attendance required at the municipal office.
- Attendance at evening meetings, conferences and occasional travel may be required.
- Some work outside normal business hours as required.

The Economic Development Officer is expected to exercise sound judgement, maintain confidentiality where appropriate, represent the Township in a professional manner, and establish productive working relationships with Council, Administration, businesses, funding agencies and community partners.