

Shuswap Economic Development Society (“Society”)

Executive Director

Location	Within the communities serviced, office location has yet to be determined. Due to COVID-19 health guidelines some working from home may be required.
Date Posted /Closing Date	February 8, 2021 / February 22, 2021 Only those applicants selected for interviews will be contacted.
Profession	Community Economic Development
Job Type	Full-Time Contract Position (with employment opportunities after the first year)
Education Level	Post-Secondary Education within a relevant field or Equivalent Education and Work Experience.
Job Description Revision	January 2021

Shuswap Economic Development Society

The Society was created by the Columbia Shuswap Reginal District in 2020 and commenced operation in 2021 as a non-profit society. The Society’s purpose is to provide services to support the economic well-being of communities within three subregions of the CSRD on behalf of the CSRD. The Society’s funding initially comes from annual operating grants from the CSRD. The subregions include Area C (South Shuswap), Area D (Falkland, Silver Creek, Ranchero), and Area F (North Shuswap) and are collectively referred to as the Service Area.

The Society was formed to address all matters related to economic development. These matters include business attraction, retention & expansion, entrepreneurial development, workforce & sector development, tourism in conjunction with the CSRD, and new resident attraction. The Society will work collaboratively with all stakeholders and become a hub for assembling and dissemination of relevant data and information.

The Society’s overarching objective is to develop a strong economic future for the residents of the Service Area. In conjunction with all levels of government, indigenous communities, business & community associations, service groups, and citizens grow a sustainable and diverse industrial, commercial, agricultural, and residential base that supports the values and aspirations of the community. Success is measured by job creation, enhanced community services, increased tax base and improved quality of life for citizens.

The Society is governed by a Board of Directors.

Position Summary

Reporting to the Board of Directors of the Society, the Executive Director is responsible, on behalf of the Society, for overseeing and providing creative leadership on all operational and strategic directions for Economic Development in the Service Area.

Personal Attributes

An innovative, strategic thinker, the incumbent will have well-developed interpersonal communication and presentation skills along with a strong client-centered focus. Key strengths include: leadership, communication, analytical, problem solving, organizational, and facilitation skills. The ability to work independently and have good

negotiation skills will be required. The ability to maintain harmonious working relationships with elected officials, members of the business community and the general public is a must.

Compensation

A compensation range of \$75,000 - \$100,000 commensurate with relevant experience and education.

Start Date

Immediate

Duties and Responsibilities

This position will undertake a leadership and operational role in the following:

1. In conjunction with the Board develop an economic development strategy to achieve the Purposes as defined by the Society's Constitution.
2. Develop and define specific program initiatives with timelines and deliverables in accordance with the strategy complete with detailed financial budgets for submission to the Board for review and approval (the Plan). This Plan must fulfill the requirements in the CSRD Service Agreement with SEDS and shall become the basis for the annual work plan submission to the CSRD Funding Partners Committee.
3. Upon Board approval implement the Plan within the agreed timeframes and approved Budget.
4. Hire and manage any staff, engage contractors or resources employed by Society in accordance with the Budget and Plan.
5. Prioritize resources of the Society to optimize efficiency and effectiveness in achieving Society's Purposes.
6. Maintain all records required of the Society including financial records, contracts, correspondence, and reports, whether physical or electronic in accordance with security, confidentiality and financial control procedures and protocols.
7. Prepare and submit all reports and other obligations outlined in the Service Agreement between the Society and CSRD, any reporting obligation defined by the Board and all obligation outlined by the Societies Act or other lawful requirement.
8. Liaise with key stakeholders and become the primary representative of the Society with the CSRD, local Indigenous Communities, other economic development groups, business and community organizations and all other stakeholders associated with Society's Purposes. This obligation shall require travel to attend meetings, trade shows, and other events as well as ongoing timely communication with the CSRD, Society Board, other Society stakeholders and third parties.
9. Establish and maintain a comprehensive communications and marketing strategy including an effective online presence.
10. Research opportunities for grants, prepare grant submissions and maintain supporting processes as required to obtain additional funding to support the activities and programs of the Society.
11. Maintain and oversee annual insurance policies and director liability insurance policies.
12. In coordination with the governance committee, plan, organize and attend Board meetings, and annual AGM including preparing minutes.
13. Support existing, encourage new and nurture business expansion and diversification.
14. Access, create and maintain a system of data, information, printed resources or other relevant intelligence that may be used to support business expansion.

15. Conduct focus group studies, surveys and other information gathering activities required to understanding the desires of the business and citizens within the Service Area.
16. Provide reports and interpretations of social, economic and community data that will assist with business development and investment attraction.
17. Identify areas of risk and of opportunity for organizational sustainability and growth.

For questions regarding this society contact Mr. Miki Andrevejc at 780-405-5571 or andrejevmiki@gmail.com.

Please forward your resume and cover letter to shuswapeds@gmail.com by February 22nd. The board thanks everyone who applied, however, only those applicants selected for an interview will be contacted.