

## **Job Description – Director of Economic Development (DED)**

The DED is responsible for the successful leadership and management of the Enterprise Region as well as the day-to-day hands-on work of the organization. The purpose of the Enterprise Region is to build a high performing region with strategic directives to accomplish the objectives set by the Board of Directors.

The DED is responsible for the following:

### **Leadership**

- Advises the Board.
- Advocates / promotes organization and stakeholder processes related to the organization mission.
- Supports motivation of employees in organization products / programs and operations.
- Visionary / Information Bearer.
- Ensures staff and Board have sufficient and up-to-date information.
- Looks to the future for change opportunities.
- Interfaces between Board and employees.
- Interfaces between organization and community.

### **Decision Making**

- Formulates policies and planning recommendations to the Board.
- Decides or guides courses of action in operations by staff.

### **Management**

- Oversees operations of organization.
- Implements plans.
- Manages human resources of organization.
- Manages financial and physical resources.

### **Specific Duties of the DED**

- Provide leadership in the development of the region's strategies, plans, and the budgets to achieve them.
- Completion of tasks relating to the projects the organization undertakes.
- Ensure the implementation of priority plans, performance measurements, management controls, and critical success factors.
- Review approved plans and budgets as part of the annual planning and budgeting cycle and present recommendations to the Board of Directors and/or the appropriate committee.
- Develop and provide appropriate policy recommendations for consideration by the Board.
- Ensure that an annual plan and budget are prepared for and presented to the Board of Directors.

- Propose agendas for the Board of Directors reflecting issues, opportunities, and priorities.
- Present a written report at all Board meetings.
- Develop and maintain an effective staff organization.
- Hire, reward, discipline, terminate, and set the remuneration of employees except for him / herself.
- Identify, document, and articulate where appropriate, the needs of members to municipalities, communities, committees, and other forums which may exist to serve member needs.
- Promote collaboration with and among the regional communities and municipalities to address the needs of the region and its members.
- Maintain the necessary contacts to keep abreast of emerging issues of significance to the region.
- Act as the spokesperson for the region.
- Serve as ambassador for the region to relevant organizations locally, provincially, nationally, and internationally.
- Perform such other duties as are prescribed in writing from time to time by the Board of Directors.

### **Qualifications**

- Solid background in project management within private and / or public sectors.
- Demonstrated hands on project management skills along with a degree or diploma in a related field such as; economic development, commerce, nonprofit management, or policy studies. Equivalent related experience would be considered.
- Excellent organizational development, interpersonal, marketing, administration, communication, and personnel management skills essential.
- Demonstrated success in business development and leading a start-up organization particularly in the not for profit sector.
- Understanding of not-for profits and experience working with voluntary policy Boards of Directors is particularly helpful.
- An affinity for working with a culturally and politically diverse community; being equally comfortable with rural issues and concerns along with business and industrial interests for the region.
- Ability to move seamlessly within regional community groups, businesses, government, First Nations and Métis communities.
- Visionary, trustworthy, diplomatic, understanding and innovative with a high energy level.
- Experience managing a budget with excellent analytic skills.
- Multi-cultural sensitivity including the ability to build collaborative ventures with diverse individuals.
- A demonstrated passion for economic development.
- Success at fund development, in attracting foundation and corporate grants; ability to identify, steward and solicit institutional and individual donations.

- The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management and resolution.
- Ability to raise the visibility of the organization through successful marketing including expansion of the membership base.

Please forward resume and cover letter to Jack Purves, Chairperson, at [jepur@sasktel.net](mailto:jepur@sasktel.net) or Box 1168, Meadow Lake SK, S9X 1Y8. Position will remain open until suitable candidate is found.