

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: Economic Development Officer
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 5	Approval Date: MAY 2026

General Job Responsibility

The Economic Development Officer (EDO) leads the Municipality's efforts to facilitate business growth, attract investment, and secure long-term economic sustainability. Reporting to the CAO, the EDO is responsible for developing and implementing a multi-year Economic Development Strategy that balances infrastructure renewal with positive community growth. The role serves as the primary liaison for all items related to economic development between the Municipality, local businesses, and regional partners. This position will also provide service through an agreement to the Town of Annapolis Royal for one day a week and will work in the Town Office under the guidance of their CAO on these days.

Accountability

This position reports directly to the Chief Administrative Officer for the Municipality of the County of Annapolis.

Specific Job Responsibilities

1. Economic Planning & Implementation: Develop a County wide Economic Development Strategy, focusing on sectors such as sustainable agriculture, forestry, and small-scale industrial.
2. Business Navigation. Act as the first point of contact for local businesses, providing guidance on municipal regulations and connecting them to provincial/federal support programs.
3. Business Retention & Expansion (BRE). Develop a focused BRE program designed to strengthen the connection between companies and the community while encouraging each business to continue to grow in the community.
4. Investment Attraction: In partnership with Provincial organizations, identify commercial/industrial opportunities within the County and be able to respond quickly and efficiently to outside enquiries or potential investment.
5. Funding & Grant Management: Research, write, and manage grant proposals for municipal economic initiatives, including infrastructure projects and community development funds.
6. Community & Workforce Development: Collaborate with stakeholders to address demographic challenges, attracting and retaining talent to support sustainable population growth.

7. Stakeholder Relations: Represent the region on regional economic development activities and maintain active networks with First Nations governments and the Annapolis Valley business community.
8. Research & Reporting: Collect and analyze local economic data, preparing technical reports for Council and the CAO to inform evidence-based policy decisions.

Qualifications and Expectations

- Education: A university degree in Business Administration, Economics, Community Development, or a related field.
- Experience: Minimum of 3–5 years of professional experience in economic development, preferably in a rural municipal setting.
- Business Retention and Expansion International (BREI), or comparable, certification or training would be considered an asset or a willingness to commit to this training.
- Knowledge: Strong understanding of the *Nova Scotia Municipal Government Act*, land-use planning, and regional economic trends.
- Skills:
 - Exceptional written and verbal communication, including public speaking and proposal writing.
 - Proven project management experience with the ability to manage complex budgets.
- Requirements: Must hold a valid driver's license and be available for occasional evening meetings or weekend events.

Core Competencies

- Strategic Agility: Ability to anticipate future trends and create competitive strategies.
- Political Acumen: Understanding of municipal government functions and sensitivity to community interests.
- Relationship Building: Capacity to build consensus among diverse stakeholders and First Nations partners.