



**EMPLOYMENT OPPORTUNITY
ECONOMIC DEVELOPMENT OFFICER
FULL TIME
LOCATION: WINNIPEG, MB**

Job Summary

Reporting directly to the CEO of Keewatin Tribal Council, the Economic Development Officer will lead a collaborative approach to develop, implement and monitor an actionable economic growth and development strategy with annual planning/review that considers short- and long-term objectives and groundwork.

The economic growth and development strategy is twofold:

- Tribal Council membership-led initiatives and opportunities (Eleven Nations)
- Tribal Council-led initiatives and opportunities.
- Lead the development, implementation and monitoring of economic growth/development priorities and initiatives that support the strategy.

Maintain partnerships and relationships within regional and provincial associations and government sectors to implement projects and identify and implement opportunities to support economic growth. Assist in negotiations on projects related to with business investment prospects, land development and with project contributors.

Develop pitches for prospective investors/businesses and project partners on business proposals and initiatives.

Monitor and prepare briefs on industry trends, regulatory changes and regional and provincial economic growth and development projects.

Develop and conduct internal and external presentations.

Participate in urban and rural community advisory and project committees as required.

Qualifications

- Post secondary education in business, community and economic development or a related discipline.
- Minimum of 5 years experience in economic development and planning.
- Developing, implementing and managing economic growth and development strategies and projects
- Developing and maintaining business relationships
- Identifying and analyzing business opportunities and industry trends
- Interpreting policies, legislation, procedures, regulations, reports, and correspondence
- Crafting correspondence, reports, business development plans
- Excellent writing skills; Report writing

- Executive level analytical, strategic thinking
- High degree of organization
- Executive level interpersonal and communication
- Highly proficient computer software and presentations
- Strong negotiation and collaboration.
- Bondable
- Clear Criminal Record & Child Abuse Check
- Valid Class 5 Drivers Licence

Please email a cover letter and detailed resume, including at least two (2) references with written permission to contact the references:

**To the Attention of:
Lisa Beardy, Office Manager
23 Nickel Road
Thompson Manitoba R8N 0Y4
Email: LBeardy@ktc.ca**

Applications will be accepted until position is filled

We would like to thank those that apply for the position, but only those being considered for an interview will be contacted.