



## **EXECUTIVE DIRECTOR SEARCH - POSITION PROFILE**

### **Organization Overview**

The Ontario East Economic Development Commission (Ontario East) was created 30 years ago with a mandate to develop, implement and administer strategies to nurture new economic investment, facilitate organic growth with existing investments and to defend against de-investment in the region. Ontario East membership is comprised of professional economic developers and associated organizations and businesses representing cities, towns and regions in eastern Ontario, from Kawartha Lakes in the west, along the Lake Ontario shore to the Quebec border and north to Haliburton, Algonquin Park and Renfrew County. Representing over 2 million people in thirteen counties, the organization exists to leverage the power of the broader economic region to ensure investment is optimized across eastern Ontario.



Ontario East provides members an opportunity to cooperate with other economic developers in the region to ensure eastern Ontario investment advantages are promoted and new employment opportunities are secured, ease of access to leading edge education in the field of economic development, and access to senior influencers at all levels of government. Today, the Province of Ontario and all key partners recognize the Ontario East Economic Development Commission as the lead regional economic development organization for eastern Ontario.

## **The Role of Executive Director**

The Executive Director reports to the Board of Directors and is responsible for all programming, strategies, activities and functions of the organization. Foremost in this responsibility is the development and implementation of plans to both enable and optimize investment for member communities across eastern Ontario. The Executive Director is the key organization planner, strategist, communicator, leader and manager. Position and organization goals include:

- Pursuing opportunities for cooperative marketing programming across the region.
- Increase share of direct investment for the Ontario East Region.
- Deliver dynamic and relevant professional development that meets the unique needs of Ontario East members
- Support advocacy on issues affecting economic development in eastern Ontario through research, communications and data analysis

### **Specific Roles and Responsibilities:**

1. Research, develop, implement and maintain a regional marketing plan that includes strategies and tactics utilizing but not limited to business attraction promotion, trade shows and investment missions.
2. Liaise with appropriate ministries, agencies, organizations, municipalities and businesses to ensure a high level of awareness with respect to economic development opportunities in Ontario East and to secure program funding.
3. Manage and deliver programs and projects to enhance regional marketing initiatives while ensuring the membership needs are effectively met, to facilitate organizational growth in membership and deliverables.
4. Support member professional development through development and delivery of conferences, seminars, and workshops to provide for the interchange of ideas and best practices in the economic development profession.
5. Manage day to day operations of the organization including effective non-profit governance related to the Board of Directors, ensuring fiduciary responsibilities are met and that support staff and volunteers have clear roles and responsibilities, and motivated to succeed, and are operating in a safe and respectful work environment.

## Key Competencies (Knowledge, Skills and Experience)

### Knowledge and Experience:

- Post-secondary degree or equivalent in Business, Economic Development or other related field; A Certified Economic Developer Professional Accreditation (Ec.D.) is considered an asset;
- Minimum 10 years Business and Economic Development experience;
- Depth of experience and understanding with key Municipal, Provincial and Federal regulations and processes related to the economic development profession;
- Strong business acumen (accounting, finance, event planning and people management).

### Skills and Abilities:

- **Senior level generalist** able to apply a broad set of leadership skills with a diverse stakeholder/customer constituency.
- **Excellent verbal and written communication** skills to manage 360-degree stakeholder communication.
- **Advanced planning** and task execution capability to ensure organization mission and vision are achieved.
- **Diplomacy** and political astuteness.
- Able to **build and lead diverse teams**.
- **Sales and marketing** experience with social media and communications expertise.

### Office Location:

The Ontario East Economic Development Commission office is currently located in Kingston, Ontario, however consideration will be given to establishing an office in an appropriate location of choice for the successful candidate. The headquarters of the Ontario East Economic Development Commission must be located within the geographic boundaries that the organization represents in eastern Ontario (see map).

### Compensation:

The remuneration for the position is commensurate with experience and comparable to other similar organizations, with some benefits and open to review with performance incentives.