

Employment Opportunity:



Position Title:	Director of Economic Development
Reports to:	Chief Administrative Officer
Classification:	Full-Time Permanent (35hrs/week)
Salary:	\$85,770 - \$105,713; Dependent upon experience and qualifications

Position Summary:

Reporting to the Chief Administrative Officer, the Director of Economic Development is an executive position responsible for advancing sustainable economic development within the Municipality of the District of St. Mary's.

Working collaboratively with Council, staff, businesses, developers, community organizations, residents and provincial and federal partners, the Director develops and implements an Economic Development Plan to strengthen the local economy, enhance quality of life and position St. Mary's for long-term economic and community resilience.

The Director is responsible for leading the Municipality's engagement with major external development projects, including identifying community priorities, negotiating Community Benefits Agreements, representing the Municipality on Community Liaison Committees and supporting the implementation and ongoing management of Community Benefits Agreements.

Duties of the Position:

Economic Development and Business Support

- In accordance with the Municipal Government Act, foster economic development within the Municipality by developing and delivering on the Economic Development Plan, including identifying and recommending areas and sectors of focus for short- and long-term economic growth.
- Develop positive and supportive relationships with existing and prospective businesses, entrepreneurs and developers. Act as a municipal liaison between local businesses, organizations and individuals and representatives of government, business and industry to identify and advance economic development opportunities.
- Lead the establishment and support of formal and informal networking opportunities and associations to identify and respond to the needs of the business community.
- Support the review of municipal planning and strategy tools from an economic development perspective, including the Municipal Planning Strategy and Land Use By-law, and under the direction of the CAO, support development of the Strategic Plan.
- Identify and advance strategic land and development opportunities, including municipal land readiness, servicing feasibility and opportunities to support responsible development.

- Evaluate business and development proposals and provide recommendations to the CAO and Council regarding municipal involvement, opportunities, risks and appropriate levels of support.
- Support municipal planning and development initiatives by identifying economic development considerations and opportunities and working collaboratively with municipal planning and development staff and service providers.



Major External Development and Community Benefits

- Serve as the municipal lead, under the direction of the CAO and Council, in negotiating, structuring and finalizing Community Benefits Agreements associated with major development projects.
- Lead processes to identify and establish community priorities to inform Community Benefits Agreement negotiations and recommendations to Council.
- Develop and maintain productive working relationships with prospective developers and project proponents while representing municipal and community interests.
- Represent the Municipality on project Community Liaison Committees and other committees associated with major developments, including attendance at evening meetings as required.
- Participate in committees responsible for the implementation, monitoring and ongoing management of Community Benefits Agreements during the development and operational phases of projects.
- Monitor major development proposals and emerging opportunities that may have significant economic, social, environmental or infrastructure implications for the Municipality.
- Provide strategic advice and recommendations to the CAO and Council regarding major development proposals, Community Benefits Agreements and associated community priorities.

Climate Change and Strategic Initiatives

- Lead municipal climate change initiatives and coordinate implementation of climate-related plans, projects and funding programs.
- Work collaboratively across municipal departments and with external partners to advance climate resilience, adaptation and sustainability initiatives.
- Lead or support strategic municipal projects and initiatives assigned by the CAO.

Qualifications:

The following are desired qualifications:

- Post-secondary education in Economic Development, Business Administration, Commerce, Public Administration, Urban Planning, or a related field; or an equivalent combination of education and progressively responsible experience.

- Minimum five (5) years of progressively responsible experience with a focus on economic or business development, strategic development, or a related field.
- Demonstrated economic and business acumen, including the ability to assess opportunities, proposals, partnerships and risks.
- Demonstrated experience leading strategic initiatives, projects or programs involving multiple stakeholders.
- Experience working within or alongside municipal government and familiarity with municipal decision-making and planning processes.
- Demonstrated experience building productive relationships with businesses, developers, community organizations, residents and government partners.
- Experience negotiating agreements and managing complex stakeholder relationships.
- Experience preparing budgets, business cases, funding applications, Council reports and recommendations.
- Valid Nova Scotia driver's licence.

The following would be an asset:

- Experience with Community Benefits Agreements or other agreements associated with major development projects; experience with project management.
- Experience supporting or participating in Community Liaison Committees or similar community/project engagement processes.
- Experience with climate change adaptation, resilience or sustainability initiatives.

Skills and Competencies:

- Strategic thinker with the ability to translate Council priorities into actionable initiatives and work plans.
- Strong demonstrated economic and business acumen.
- Demonstrated ability to negotiate, structure agreements and manage complex stakeholder relationships.
- Strong community engagement and relationship-building skills.
- Political acuity and the ability to provide balanced, objective advice to senior leadership and Council.
- Excellent written and verbal communication skills, including Council report writing, public communications and presentations.
- Strong public speaking and facilitation skills.
- Strong project management and organizational skills with the ability to manage multiple complex initiatives and competing priorities.

- Financial management skills including budgeting, monitoring expenditures and assessing financial implications.
- Ability to develop collaborative partnerships with businesses, developers, community organizations, volunteers and other levels of government.
- High level of initiative, accountability and results orientation.
- Sound judgement, professionalism and discretion, including the ability to manage confidential negotiations and sensitive community matters.
- Ability to work independently and collaboratively within a small municipal environment.
- Adaptable, resilient and solutions-oriented.

Working Conditions:

- Primary work location is the municipal office at 8296 Highway 7, Sherbrooke, with regular travel throughout the Municipality and region.
- Standard work schedule is 35 hours per week; however, flexibility is required. Evening and occasional weekend attendance is necessary for Council meetings, Community Liaison Committees, business engagements, community consultations, public events and regional/provincial meetings.
- The position requires frequent interaction with residents, business owners, developers, investors, elected officials, community organizations, volunteers and government agencies.
- The role involves time-sensitive funding deadlines, negotiations, proposal evaluations, public communications and strategic initiatives that may require extended focus periods.
- The Director may be involved in confidential negotiations related to Community Benefits Agreements, land development, business attraction and other economic development matters.
- Occasional travel within Nova Scotia may be required for meetings with provincial/federal partners, regional organizations, development proponents and other stakeholders.
- The position operates within a small municipal environment requiring adaptability, initiative, independent judgment and the ability to manage competing priorities.

Key Benefits of the Role:

- Supportive environment committed to your learning and development
- Impactful work that makes a difference in your community
- Positive, inclusive team culture
- Ability to participate in benefits program after six months
- Generous vacation time, plus 13 paid holidays annually and available sick time
- Annual performance-based salary increases
- 35 hours per week regular employment plus limited evening work, compensated through time in lieu

Applications:

Applications by resume and cover letter along with references will be accepted until **8am on Monday, October 19th, 2026 or until the position is filled.** Only those applicants selected for interviews will be contacted. The Municipality of the District of St. Mary's is an equal opportunity employer and is committed to a work environment that supports, inspires and respects all individuals.

**Applications accepted by:**

Email to: employment@saint-marys.ca