

The City of Windsor, Ontario is the country's most southerly city and gateway to Canada through North America's busiest international border crossing. We offer a superior quality of life with attractive affordability, a spectacular waterfront overlooking our Michigan neighbours, glorious gardens, bike and walking trails, a myriad of festivals and events, enticing attractions, and easily accessible major metropolitan areas. We are a welcoming community boasting of excellent educational institutions, an enviable climate, and a diverse and rapidly expanding economy.

The significant investment by NextStar Energy (a joint venture between LG Energy Solutions and Stellantis) for their battery production facility in Windsor is progressing according to an aggressive operational schedule. Interest in the city amongst their supply chain partners and other industries is high. The Corporation of the City of Windsor, a \$1 Billion enterprise with over 3000 employees, requires an Executive Director, Economic Development to oversee the City's expansion of its economic development agenda to respond to the demands of the globally competitive economy.

### Inspire our Future

The **Executive Director, Economic Development** is a key member of the senior management team, providing visible and inspiring leadership with strong communication, decision-making, and interpersonal skills, with a thorough understanding of innovative best practices in economic development.

Reporting to the Commissioner, Economic Development & Innovation, the Executive Director will be responsible to operationalize the strategic direction for Windsor's economic development services, identify obstacles to economic development and recommend changes and/or creation of policies, bylaws and procedures to support a growing business and residential community, and secure new investments.

The ED will lead an evolving economic development team, supervising staff and securing resources to operationalize and advance the initiatives of the Windsor Works Economic Development Strategy. The ED and team will pursue, develop, implement, monitor and report on city wide strategic economic initiatives and incentive programs. Priority attention will be given to strategic land development, industrial land development, urban regeneration, economic partnerships, departmental client services, technology initiatives and operational supports for business growth and retention.

The ED will be responsible for conducting economic research and analysis, forecasting, and establishing key performance indicators to track success, providing advice with regard to the key responsibilities of the economic development portfolio, as well as developing relationships with major prospects, senior executives, the local business community, elected officials and regional municipalities. You will work closely and collaboratively with Commissioner and CAO, Mayor and Council, other municipal departments, and Invest Windsor Essex in order to fulfil the Mayor and Council's vision and direction for Windsor's prosperous economic future. The successful incumbent will demonstrate a sound understanding of global economic trends and influences, as well as the ability to design and implement economic development programs that reflect an understanding of local government and its interface with the business community, senior government, and other agencies.

Driven by excellence, the ED will have a strong desire to make a positive and lasting impact on Windsor for its citizens, businesses and investors. Innovative, agile and collaborative, they will demonstrate excellent interpersonal skills and the ability to inspire, motivate and coach staff to achieve results, and will exhibit courtesy, tact, and diplomacy and respect confidentiality in all circumstances,. Outstanding leadership skills including strategic and innovative thinking, exceptional communication skills both written and verbal, project/time management expertise, and superior political acuity are required.

The ED is accountable for service delivery in alignment with program area objectives, corporate goals and priorities, and compliant with legislated requirements and City policies, while meeting the management performance expectations of City Council and the Corporate Leadership Team. The position will develop and administer the division's annual operating and capital budgets, track variances and recommend adjustments as required, write reports and make presentations to management, City Council, potential prospects,

business organizations, economic development forums, the media and others.

### **Ideal Minimum Qualifications:**

The ideal candidate will possess the following minimum qualifications:

- **Education:** a University Degree in Economics, Business Administration, Public Relations, Marketing, Planning or related field
- **Management:** at least nine ( 9) years of progressively responsible experience, including five years in a senior management role, in positions providing exposure to community development, business development, and may include experience in Economic Development, Marketing or Public Relations;
- **Economic Development:** Must have an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of the real estate and geographic and socio-economic characteristics of the City of Windsor is considered an asset;
- **Municipal Affairs Knowledge:** Must have an understanding of municipal affairs, business principles and market analysis and a good knowledge of marketing and business promotion. Knowledge of the real estate and geographic and socio-economic characteristics of the City of Windsor is considered an asset;
- **People Leadership:** Demonstrated ability to lead, motivate and influence staff and external contacts;
- **Program Delivery:** Excellent organizational and interpersonal skills; the ability to solve problems and meet deadlines under pressure; experience with statistical analysis and research an asset;
- **Financial Management:** Must have general knowledge of principles of accounting, budgets, forecasting, short and long range planning;
- **Legislation:** Must have a good understanding of municipal planning processes, provincial policies, and working knowledge of the Ontario Municipal Act, Planning Act and Regulations;
- **Communications:** Must have excellent verbal, written, and visual communication skills; ability to make oral presentations; ability to develop and use graphic aids.

### **Benefits of working for the City of Windsor include:**

- **Location** – convenient and centrally located downtown office in Windsor, Ontario.
- **Virtual work policy and state of the art office environment** - The Corporation offers hybrid work opportunities, with the main office located in a new state of the art building with arranged parking.
- **Employee Development** – leadership training opportunities to further enhance your skills.
- **Low cost of housing** – Windsor provides opportunities for a robust and affordable lifestyle. The choices range from a more developed urban centre, to rural properties, to waterfront living. Housing options are significantly more affordable than regions in and around the Greater Toronto Area.
- **Healthcare** – Multiple exceptional hospitals are located in our community with a state of the art acute care hospital planned to open in 2031.
- **Compensation and Benefits** - a very competitive salary, benefit and vacation package including a defined benefits pension plan through [www.omers.ca](http://www.omers.ca)

### **How to Apply**

To explore this opportunity, please apply via email with a covering letter and resume by **November 17<sup>th</sup>, 2023** or sooner to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **WIN-ED**.

Should you wish to speak to our Executive Recruiter or to receive an information package and detailed job description please contact or Tim Lukasevich at 416-214-9299 x8, [tim@waterhousesearch.net](mailto:tim@waterhousesearch.net) or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*