

Investment Attraction Coordinator – 1 Year Contract POSTING 202428

Reporting to the Manager of Investment Attraction, the Investment Attraction Coordinator will focus on investment attraction activities in the Town's target sectors, with the goal of attracting non-residential investments to Halton Hills. The coordinator will support implementation of the Investment Attraction division's work plan, as it relates to Foreign Direct Investment (FDI), and associated Business Concierge Program, research and analysis, investment lead engagement and servicing, strategic planning and analysis, responding to inquiries, and developing and updating marketing collateral and tools. This position will contribute to advancing the Town's investment attraction goals by positioning Halton Hills as the best place to invest, grow, live, and play.

Accountabilities:

- Support the implementation of the Foreign Direct Investment (FDI) workplan to attract non-residential investments in the Town's target sectors and target markets.
- Support and assist with implementation of the Business Concierge Program to streamline the attraction and review of major non-residential investments, and associated local jobs, assessment and tax revenue.
- Actively identify, engage and assist with the servicing of non-residential investment leads by providing potential investors with customized assistance.
- Update and develop investment attraction marketing materials and tools, as well as support other investment attraction activities with the goal of enhancing internal staff capacity.
- Complete strategic research, analysis and prepare actionable summaries of market, investment, industry and state of economy reports and statistics.
- Manage and update the Investment Lead and Tracking Database,
- Assist in establishing and maintaining effective relationships with key stakeholders in the regional Foreign Investment Attraction (FDI) network, including with Toronto Global, Ontario Manufacturing Communities Alliance, Invest Ontario, Invest in Canada, Halton Region, provincial and federal ministries, and industry associations.
- Respond to investment inquiries and follow-up with clients.
- Perform other tasks as required, including the coordination of meeting and travel itineraries, preparing presentations, taking minutes, preparing in-market/trade mission meeting schedules and coordinating logistics.
- Coordinate events, webinars and other marketing related activities.
- Comply with corporate and departmental policies and procedures.
- Ensure a high degree of service for both internal and external customers in accordance with Town standards.

Qualifications:

- Must be a graduate student, undergraduate student or recent graduate (within 3 years of graduation)

- Post secondary education (degree or diploma, or working towards completion) in Economic Development, Economics, International Relations, Business Administration, Commerce, Land Use Planning, Marketing or other related fields.
- 1-2 years of experience in one or more of the above fields.
- Membership with the Economic Developers Council of Ontario (EDCO) and/or Economic Developers Association of Canada (EDAC).
- Analytical and research skills, and ability to create and manage databases.
- Awareness of investment attraction, lead generation and/or trade delegation best practices.
- Knowledge of the business, industry and economic environment in the Halton Hills and Greater Toronto Area.
- General knowledge of Ontario planning legislation is considered an asset.
- Knowledge or experience in European business environments.
- Language proficiency or fluency in German and/or Dutch is considered an asset.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint) and previous experience using Customer Relationship Management (CRM) software.
- Ability to work in a fast-paced environment, multi-task and manage a large volume of work with a high degree of independence.
- Collaborative, self-starter, organized, responsible, data driven, creative and open to learning and receiving constructive feedback.
- Ability to manage time effectively, prioritize and adapt to change.
- Excellent attention to detail.
- Ability to initiate, maintain and foster relationships with individuals, businesses, agencies and organizations, and all levels of government.
- Positive, solutions-oriented and customer service-focused attitude and mindset.
- Strong interpersonal, written and oral communication skills.
- Effective presentation skills.
- Commitment to maintaining confidentiality.

Compensation:

The hourly wage for this position is \$37.57 for 35 hours/week.

Location:

This position allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town's Work from Home Policy, and as subject to change.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., by April 19, 2024. Please quote Posting 202428 on your cover letter.

Those who applied for the same position under Posting No. 202423, need not reapply as your application will continue to be considered for this opportunity.

Email: humanresources@haltonhills.ca

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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