JOB DESCRIPTION

JOB TITLE: MANAGING DIRECTOR – INVEST MEDICINE HAT

REFERENCE NO: 100438

DIVISION: CHIEF ADMINISTRATIVE OFFICE

DEPARTMENT: INVEST MEDICINE HAT

APPROVAL DATES: BY: _____ DATE: 2019-12-13
CHIEF ADMINISTRATIVE OFFICER

BY: _____ DATE: 2019-12-18
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

The Managing Director – Invest Medicine Hat (IMH) is a key strategic leader within the City, the local community and region. Working with the City's Executive, the Advisory Group, the IMH Team and other key stakeholders, the Managing Director plans and executes strategy plus drives performance toward the City's economic development objectives. IMH serves as a uniquely branded, key component of the City's strategy to promote, enable and facilitate economic vitality and community vibrancy demonstrating a reputation of excellence. Through a comprehensive and multi-faceted approach to land development & sales, economic development, and marketing & communications, IMH lives the values of a well-governed community of choice and opportunity, instilling confidence in residents, businesses, senior level of Government and investors. By demonstrating and capitalizing on the City's "open-for-business" reputation and leveraging considerable real estate holdings, IMH leads in the efforts toward achieving a healthy economic environment and facilitating conversion of opportunities generated into actual investment in the community. The Managing Director is responsible for achieving measurable results within the overall strategic direction and for leadership of the IMH team in ensuring IMH is poised to capitalize on strengths and opportunities within this region while continually striving to address weaknesses and threats to the City's economic vitality.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Chief Administrative Officer (CAO).
- Provides leadership and coordination of the IMH team.
- Works closely with members of the Executive Team, Senior Leadership Team, Council and the Advisory Group.
- Builds productive working relationships within the IMH team, with other City departments as well as external economic development stakeholders in the broader community.
- Maintains a high business community profile fostering positive relationships within the local and regional community, with government officials, economic development agencies, industry and business associations and the broad financial and business community.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Supports CAO and Council by leading the IMH team to achieve medium and long term economic development, real estate, and marketing strategic results.
- Leads the IMH team in achieving results in development of near term IMH business plans, budgets and work plans that are aligned with Council priorities, Senior Administration direction and approved strategic plans.
- Based upon approved plans and priorities, communicates a clear vision for IMH and fosters a culture of teamwork resulting in high performance accountability.

- Ensures that IMH activities are carried out in accordance with City policies, protocols, regulations, collective agreements and corporate systems.
- Provides monthly IMH budget and performance reporting and periodic business plan progress reporting to Executive, Council and Advisory Group.
- Presents information and materials to a variety of audiences such as Executive, Council, investors, the media and public.
- Continually promotes and works with the IMH team to advance open-for-business, customer-focused, performance-oriented approaches and practices.
- Manages Advisory Group and serves as liaison between Members, Council, Senior Administration and the IMH team.
- Engages with internal management, local finance, business and industry, plus other external economic development stakeholders to identify and understand local and regional strengths, weaknesses, opportunities and threats.
- Serves as a conduit, connector, and relationship builder with government, industry and relevant community agencies.
- Responsible for providing daily leadership, guidance, support, coaching and performance management to the IMH team including effective succession planning.
- Creates and models a safe, healthy, constructive, creative and high performing teamwork environment; exemplifies expected behaviours and encourages accountability in self and others.

REQUIRED COMPETENCIES:

- Innovative, creative, visionary, self-starter with demonstrated success.
- Proven ability to engage, lead, develop and achieve success through high performing teams.
- Strong business and financial acumen with a proven ability to identify key issues, recognize opportunities, prioritize effort, plan approaches, generate solutions and achieve results.
- Demonstrated professional judgement, tact, diplomacy and integrity.
- Proven strategic approach and capability to systematically achieve objectives and goals established by Council and Senior Administration.
- Demonstrated sound business background where focus has been on service to customer, financial results and other performance metrics.
- Strong collaborator and consensus builder with demonstrated skill in developing and maintaining effective working relationships.
- Excellent oral and written communication skills to synthesize and effectively present information to a wide range of audiences.
- Confidence to make decisions for self, team and the organization and to delegate responsibility to others appropriately.
- Critical thinker with an ability to thrive in a fast-paced changing environment through strong planning, analysis and priority setting skills.
- Politically astute with the ability to work with various stakeholders to adapt approaches to fit unique circumstances.
- Knowledge of the City's vision, mission, goals, values, organization, and policies.
- Proven ability to develop a network of local, regional, national, and international finance, business and government contacts.
- Strong understanding of regional, provincial and national issues and trends impacting the local economy.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelor's degree in marketing, commerce, economics, business, international relations or a related field from a recognized post-secondary institution.
- Successful completion of a Master's degree in a related field would be considered an asset.
- Ten (10) years of successful progressive experience in business, contract development, investment, financial strategies, real estate, marketing and sales or similar in which both professional and management capabilities have been clearly demonstrated.
- **A management approved equivalent combination of education and experience may be considered.**