



Job Posting 26-08

Manager, Economic Development

The Town of Cobourg is seeking a full time Manager, Economic Development!

Reporting to the Director, Development Services, this position is responsible for the leadership, coordination, and delivery of the Town's economic development program, including strategic oversight of the Venture13 Innovation and Entrepreneurship Centre. Reporting to the Director of Development Services, this position leads the implementation of Council-approved strategies, policies, and initiatives that advance the growth, development, and long-term resilience of Cobourg's local economy.

The Manager is accountable for investment attraction, business retention and expansion, strengthening the Town's commercial and industrial tax base, advancing employment lands development, supporting workforce initiatives, and delivering programming aligned with both the Economic Development Strategy and Venture13 mandate. The role ensures the Town is investment-ready, client-focused, and competitive, while remaining responsive to economic trends impacting sectors fundamental to Cobourg's economy.

Operating within the Development Division's integrated "One Window" model, the Manager serves as the primary municipal lead for non-residential investment and business development matters. The position works collaboratively with Planning, Development Engineering, Building Services, and other divisions within the Town to coordinate timely, efficient, and solutions-oriented responses to business and development inquiries, ensuring seamless client experience and measurable economic outcomes.

The successful candidate will possess the following:

- Bachelor's degree in economic development, urban planning, business or public administration, commerce, economics, finance or a related field, and will also preferably hold a Certificate or Professional Designation in Economic Development.
- Five (5) years of professional experience in positions providing exposure to economic or business development and related activities or an equivalent combination of education and experience. Experience working in municipal government environment is preferred.
- Knowledge of best practices in community economic development including business retention, expansion and attraction methods; marketing and promotional strategies; and research and analysis related to key local economic indicators is required.
- The ability to think strategically, develop a clear vision, and have the ability to lead, influence and manage people in order to develop and execute project plans.
- Ability to build strong partnerships and relationships with the development community, external agencies, and internal stakeholders.
- A sound understanding of global economic trends and influences.
- The ability to design and implement economic development programs which reflect an understanding of local government and its interface with the business community, senior government and other agencies.
- Exceptional written, verbal, and presentation skills.
- Excellent working knowledge of software application systems including Microsoft Office. Knowledge and experience with of Customer Relationship Management (CRM) Software and Adobe Creative Suite or equivalent would be an asset.
- Demonstrated political acuity and ability to work effectively with elected officials, senior management, developers, and the public.
- Financial management skills, including budget preparation, monitoring, forecasting, and reporting

The wage scale is Grade 7 of the Non-Union salary scale \$96,541 - \$112,934.71. To review the complete Job Description please visit the Cobourg.ca. Interested applicants should forward a PDF copy of their cover letter and resume in confidence to the attention of the Human Resources Department at humanresources@cobourg.ca no later than **March 22, 2026**. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.