

EMPLOYMENT OPPORTUNITY
Chief Executive Officer (CEO)
Prince Albert Regional Economic Development Alliance (PREDA)

JOB SUMMARY: The Board of Directors is looking to hire a CEO who will manage the operations of PREDA and implement business and economic development enhancement initiatives that will create employment and wealth within the region.

RESPONSIBILITIES:

- Working with the Board of Directors to establish strategic goals and objectives, translating these goals and objectives into an annual workplan, and reporting progress and performance measures to the Board
- Developing strong working relationships with PREDA's stakeholders and the business community
- Implementing strategic goals and objectives including:
 - identifying regional business/investment attraction opportunities
 - designing and implementing business enhancement programs and services
 - coordinating and implementing regional economic development enhancement initiatives
- Overseeing all areas of the corporation including financial management and the recruiting, retaining and managing of staff
- Adhering to the code of conduct and ethics and the governance limitations and directives for the position of CEO as established by the PREDA Board of Directors

REQUIREMENTS/PREFERENCES:

- Excellent communication and presentation skills
- Strong planning and organizational skills
- Ability to manage multiple projects at once, delegate work, and manage competing priorities
- A minimum of three (3) years experience in one or more of the following:
 - community economic development
 - municipal planning
 - project management
 - business consulting
 - marketing
 - financial management
- Budget development experience would be an asset
- Computer skills with knowledge of Microsoft excel, word and outlook
- Experience networking with diverse groups and building strong relationships
- A post-secondary degree or diploma in economic development, business administration, community planning, sales and marketing or equivalent would be an asset
- A professional designation in community economic development from a provincial or national organization, or the ability to obtain the professional designation, would be an asset
- Valid driver's license
- Must be bondable
- Must provide a criminal record check

SALARY & BENEFITS: Please submit salary expectation with your application

TO APPLY: Please email your cover letter and resume to Craig Guidinger, Director of Planning & Development Services, City of Prince Albert at cguidinger@citypa.com **by 12:00 p.m. on Tuesday, August 16, 2022.** We thank all applicants; however, only those selected for an interview will be contacted. To view a full job description and to find more info regarding PREDA please visit <http://citypa.ca/RegionalEconomicDevelopment>