

# CEO of Prince Albert Regional Economic Development Alliance

**JOB TITLE:** Chief Executive Officer (CEO) of Prince Albert Regional Economic Development Alliance (PREDA)

**JOB SUMMARY:** Managing the operations of PREDA and implementing 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:**

If this opportunity matches your interest and experience, please, send your cover letter and resume to:  
cguidinger@citypa.com by August 16, 2019 by 12:00 p.m.

We thank all applicants; however, only those selected for an interview will be contacted.