municipality of cumberland

Economic Development Officer

Job Posting

We are looking for a collaborative and forward thinking professional to help strengthen economic development and support sustainable community growth. This is an opportunity to build partnerships, advance strategic initiatives, and make a meaningful impact across the municipality.

As our Economic Development Officer, you will:

- Lead economic development projects and initiatives.
- Build partnerships with businesses, government, and community organizations.
- Support business growth, investment, and funding opportunities.

Apply today and help shape the future of our community!
Submit cover letter & resume to:

Kellie Seaman, HR Generalist
kseaman@cumberlandcounty.ns.ca

Closing Date: July 27, 2026 at 1:00 p.m.

Visit our website for detailed position description and salary scale.
www.cumberlandcounty.ns.ca

Job Title
Economic Development Officer

About the Role
The Economic Development Officer is responsible for delivering municipal economic development programs, projects, and initiatives that support business development, community economic development, investment readiness, energy development, and long-term economic sustainability and competitiveness. The Economic Development Officer works collaboratively with businesses, community organizations, educational institutions, industry organizations, government agencies, regional partners, and municipal departments to identify opportunities, build partnerships, secure funding, and deliver economic development initiatives that support Council priorities and departmental work plans.

This position reports to the Manager of Economic Development.

Responsibilities and Duties

a. Lead and support the planning, coordination, implementation, and evaluation of economic and community development projects and initiatives that support Council priorities and departmental work plans.

b. Develop and maintain collaborative relationships with businesses, community organizations, government agencies, municipal departments, regional partners, and other stakeholders to advance economic development priorities.

c. Coordinate municipal support for businesses, entrepreneurs, developers, investors, and community organizations by facilitating access to municipal services, government programs, funding opportunities, and other appropriate business development resources, including referrals to partner organizations where appropriate.

d. Research, develop, and implement initiatives, special projects, funding applications, and investment readiness activities that support business development, community economic development, renewable energy initiatives, and other strategic municipal priorities. Monitor economic trends, demographic and labour market information, legislation, and government programs, and provide recommendations that support municipal decision-making.

e. Coordinate consultants, procurement activities, stakeholder engagement, project budgets, schedules, reporting requirements, and project deliverables associated with economic development initiatives.

f. Work collaboratively with municipal departments to ensure economic development initiatives align with municipal plans, policies, by-laws, infrastructure priorities, and corporate objectives.

g. Represent the Municipality at meetings, workshops, conferences, business events, community initiatives, and stakeholder engagement activities as assigned.

h. Perform other duties as assigned or required.

Qualifications

a. A degree or diploma from a recognized college or university in Business, Marketing, Community Economic Development, Community Studies, Tourism or an equivalent combination of education and experience.
b. Minimum of three years' experience in an economic development or project management position.
c. Demonstrated project management and organizational skills with the ability to manage multiple priorities and competing deadlines.
d. Strong decision-making and problem-solving skills.
e. Outstanding interpersonal skills.
f. Excellent oral and written communication skills.
g. Highly organized and able to prioritize tasks.
h. Strong research and analytical skills.
i. Experience working with Microsoft operating systems, Microsoft Office programs and project Management tools.

Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Job Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
6.5	$76,299	$78,927	$81,646	$84,459	$87,272	$90,178	93,181

Other benefits include, but are not limited to:

- Defined benefit pension plan
- Comprehensive health and dental benefits
- Compressed work week policy
- Employee wellness and social programs

This is a full-time position based at the Municipality's offices located in Upper Nappan.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.
Personnel Policy Handbook