

ECONOMIC DEVELOPMENT OFFICER – BUSINESS

Employment Status:	Permanent, Full-Time
Compensation Range:	\$34.89 - \$39.28 / 35 hours per week
Location:	Komoka, ON
Union/Non-union:	CUPE 101.5

POSITION OVERVIEW

Under the management of the Director of Economic Development, the Economic Development Officer – Business is responsible for providing support for the development and implementation of initiatives that support the objectives of the County's Economic Development Strategic Plan. This position will involve activities such as economic planning, prospecting, project management, research and investor engagement.

QUALIFICATIONS

- 3-year college diploma or university degree in business, economics or a related field.
- Minimum 3 years' experience in economic and business development.
- Strong communication, relationship-building, and customer service skills, with the ability to work collaboratively.
- Proven experience in economic development, research and analysis, business development, project management, and grant and report writing.
- Excellent communication and interpersonal skills.
- Proficiency with Microsoft Office applications, including Outlook, Word PowerPoint and Excel.
- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on **November 20, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Health and Dental Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Economic Development Officer - Business	
DEPARTMENT:	Economic Development	
REPORTS TO:	Director of Economic Development	
EFFECTIVE DATE:	October 2025	POSITIONS SUPERVISED: None

POSITION SUMMARY:

Reporting to the Director of Economic Development and Tourism, the Economic Development Officer is responsible for providing support for the development and implementation of initiatives that support the objectives of the County's Economic Development Strategic Plan. This position will involve activities such as economic planning, prospecting, project management, research and investor engagement.

PRINCIPAL RESPONSIBILITIES:

- Supporting the day-to-day implementation of the economic development strategic plan.
- Developing and delivering various programs to support economic development activities within established program delivery budgets.
- Establishing and maintaining relationships with industry and regional economic development partners to develop, communicate and capitalize on economic development (investment) opportunities relevant to Middlesex County.
- Building relationships with current and potential investors to facilitate economic growth and diversification.
- Conducting research to identify opportunities, strengths and risk factors;
- Maintaining an awareness of current economic issues and opportunities important to the development of the local economy.
- Providing economic and business development information to business development proponents, government and other private and public sector partners, including relevant expertise and support for economic development initiatives.
- Preparing information and materials to share with prospective investors interested in locating, establishing or expanding business and industrial opportunities, with the goal to expand the commercial, service and industrial tax base in the County.
- Preparing and disseminating information regarding the availability of land, buildings and opportunities available for investment in the County.



- Reporting on the activities and KPIs of the economic development function and the various programs implemented.
- Providing recommendations to the Director on sound economic development strategies and programs.
- Working with partner groups to compile information about the County's workforce; utility, and communications infrastructure; educational facilities, real estate opportunities, business support programs and other matters relevant to local investor needs.
- Providing referrals to appropriate government and community agencies, funding programs and workforce development programs.
- Conducting economic research and analysis to support the development of marketing and communication materials.
- Promoting availability of agency and/or government funding programs which can assist with the economic development in the County.
- Coordinating participation in trade shows to promote the County and representing when required.
- Preparing correspondence and other documents including follow up on all leads.
- Organizing investor programming and engagement sessions.
- Making presentations to investors, regional partners, municipal staff and elected officials as required; and
- Performs other related tasks and projects, as assigned, which are in accordance with job responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience

- 3-year college diploma or university degree in business, economics or a related field.
- Minimum 3 years' experience in economic and business development.

Knowledge, Skills and Abilities

- Excellent written and verbal communication including presentation skills.
- Ability to manage multiple priorities, projects and deadlines.



- Demonstrate continuous improvement efforts to enhance operations, streamline work processes, and work cooperatively to deliver customer service excellence.
- Ensure the highest standards of confidentiality and integrity.
- Adhere to, support, and promote adherence to municipal policies and procedures, regulations, and other related guidelines.
- Proficiency with: MS Office and Hubspot.
- Considerable knowledge of business planning and investment decision-making.
- Ability to conduct and analyze economic and market research.
- Ability to effectively manage economic development and other related planning processes. Demonstrated success in executing the full business sales cycle from prospecting through to closing and follow-up.
- Ability to create implementation plans that support short and long-term goals, define work objectives, key performance indicators, and performance metrics; demonstrated project management experience.
- Ability to self-motivate and carry out required functions with limited supervision.
- Proven grant and report writing skills.
- Excellent interpersonal skills to build and maintain cooperative working relationships with partner municipalities and agencies.
- Ability to deal courteously, tactfully and diplomatically with global audiences.
- Ability to work within, and contribute to, a proactive team environment.
- Ability to display independent initiative, judgment and innovation in developing future solutions.
- Demonstrated commitment to provide exceptional customer service to industry, sector, community and regional interest groups.
- Strong organizational, time management and project management skills.
- Ability to travel locally and internationally.

Other

- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfil job responsibilities.