



The Corporation of the Township of Ignace

34 Main St. P.O. Box 248
Ignace, ON P0T 1T0
Tel: (807) 934-2202
www.ignace.ca

EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for an Economic Development Generalist. Hours of work are 40 hours per week, regularly from 7:30 a.m. to 4:30 p.m.

Job Description

Title:	Economic Development Generalist
Department:	Planning & Community Development
Positions:	1 Permanent, Full-Time Positions
Group:	Non-Union
Wage:	\$80,000.00 - \$95,000.00 (commensurate with qualifications and experience)
Direct Supervisor:	Chief Administrative Officer
Date:	May 27, 2026

POSITION SUMMARY:

The Township of Ignace is seeking a strategic and adaptable Economic Development Generalist to support economic growth and business development in the community. The primary focus of this role is to advance economic development initiatives, including business retention and expansion, investment attraction, tourism-related projects, and local partnership development under the direction of the CAO.

The Economic Development Generalist will also provide secondary support for community engagement and communications activities where they relate to economic development and municipal priorities. This includes coordinating the Community Engagement Committee (CEC), assisting with events that support economic and community objectives, and supplying information and content to the Township's Communications Lead as needed.

The position works closely with the Administration team, the Indigenous and Community Development Strategist, and the Township's Communications Lead, while respecting those roles as the leads for Indigenous/community development and strategic communications respectively.

Direction Received

This position reports administratively and operationally to the Chief Administrative Officer. The incumbent receives strategic direction from the CAO and works collaboratively with the Indigenous and Community Development Strategist and the Township's Communications Lead on related initiatives as assigned.



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Direction of Others

This position has no staff supervisory responsibilities but is responsible for coordinating the Community Engagement Committee (CEC), and for coordinating volunteers, project participants, and stakeholders related to assigned initiatives. The position does not supervise the Indigenous and Community Development Strategist or the Communications Lead.

KEY RESPONSIBILITIES:

Economic Development – Primary Focus

- Implement and support economic development initiatives, including business retention and expansion (BRE), investment attraction, local business support, and tourism-related projects.
- Serve as a key municipal point of contact for local businesses and prospective investors, providing information, referrals, and coordination with internal departments and external partners.
- Develop and maintain a regular business visitation and outreach program to support BRE, identify local issues, and connect businesses with available programs and services.
- Track themes and issues arising from BRE activities and share insights with the CAO and relevant staff to inform municipal services, advocacy, and Council decision-making.
- Act as a liaison between the Township and the Ignace Area Business Association (IABA) and participate in other business and industry networks as appropriate.
- With the Treasurer, identify, pursue, and help manage budgets and records for funding opportunities and grants (e.g., NOHFC, FedNor, Trillium), including application support, documentation, and reporting.

Research, Analysis & Investment Readiness

- Evaluate and analyze economic, demographic, labour, and market data to identify trends, opportunities, and risks affecting the Township's economic development priorities.
- Assist in preparing community profiles, sector summaries, and investment briefs for use by Council, investors, regional partners, and funding bodies.
- Maintain up-to-date information on available commercial and industrial lands and buildings, in collaboration with Planning, Building, and external partners, to support investment inquiries and site selectors.



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- Respond to site selection and investment inquiries by assembling tailored packages of community data, property information, and available incentives or supports, and by coordinating meetings and site visits as required.
- Maintain economic, demographic, and market databases, business inventories, and contact lists to support proactive economic development and reporting.

Strategy, Planning & Reporting

- Support the development and implementation of economic development strategies, business and service gap analyses, and related plans and policies.
- Conduct research on best practices in community economic development and bring forward recommendations to the CAO on potential initiatives, partnerships, and tools.
- Prepare and present regular economic development updates and reports to Council and committees, as directed by the CAO.
- Undertake extra duties and responsibilities as assigned by the CAO in support of corporate and Council priorities.

Revenue, Asset and Expenditure

- Support economic strategies that guide proactive decisions and strengthen internal and regional partnerships.
- Help shape development plans and projects that create opportunities, support workforce and business needs, and contribute to long-term community resilience.
- Assist with project and program budgets, identify grant funding opportunities, and support cost-effective implementation of economic development initiatives.
- Collaborate with the Administration team and external partners to ensure that economic opportunities and benefits are assessed, promoted, and communicated.

Community & Stakeholder Engagement – Secondary Focus

- Coordinate and maintain records for the Community Engagement Committee (CEC), including agendas, minutes, follow-up items, and communication with committee members.
- Plan and support local events, initiatives, and recognition activities that promote local businesses, tourism, and community economic priorities (e.g., business appreciation events, trade shows, economic development forums).



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- Collaborate with partners such as NWMO, IABA, Wabigoon Lake Ojibway Nation (WLO), tourism organizations, and other stakeholders on economic development-related projects, in alignment with direction from the CAO and the Indigenous and Community Development Strategist.
- With the Treasurer, support administration of local grant programs such as the Community Well Being Fund and Community Improvement Plan, ensuring transparent processes and effective use of program funding.
- With the Treasurer, assist with implementation of the Municipal Accommodation Tax program and act as a liaison with regional tourism groups, including Ontario's Sunset Country Travel Association.

Communications Support – As Necessary

- Provide project information, economic data, business stories, and event details to the Township's Communications Lead to support the development of communications products related to economic development and community initiatives.
- Assist with logistics for economic development-related announcements, public engagement sessions, and promotional activities (e.g., coordinating invitations, materials, venues, and on-site support), while strategic communications and media relations remain the responsibility of the Communications Lead and CAO.
- Help ensure that economic development-related content on the Township's website and other channels (e.g., business directory, event listings) is accurate and current, in collaboration with internal staff and service providers.

Independent Leadership & Representation

- Lead and manage assigned projects with minimal supervision, exercising sound judgment, initiative, and a solution-oriented approach.
- Represent the Township in meetings with government officials, developers, business leaders, community organizations, and other stakeholders in a professional and constructive manner.
- Act as an ambassador for Ignace in regional and provincial forums related to economic development, tourism, and community prosperity, as directed by the CAO.

Operational & Administrative Responsibilities



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- In consultation with the CAO and Treasurer, assist with preparation and monitoring of budgets related to economic development and assigned programs and projects.
- Create and maintain organized project, partner, event, and grant files in accordance with Township records management practices.
- Prepare correspondence, briefing notes, presentations, and other supporting documents for internal and external audiences as required

QUALIFICATIONS:

Education & Experience:

- Post-secondary degree or diploma in Economic Development, Business Administration, Public Administration, Community Development, Planning, Marketing, or a related field; an equivalent combination of education and experience may be considered.
- Minimum three (3) years' experience in one or more of the following areas: economic development, business support, community development, municipal administration, project coordination, stakeholder engagement, grants, tourism, or communications support.
- Knowledge of community economic development principles, business retention and expansion practices, and investment attraction strategies.
- Familiarity with municipal government processes, zoning and planning basics, and provincial and federal funding programs relevant to economic development.
- Experience in planning marketing or promotional campaigns and in developing, researching, and drafting marketing and communications materials is an asset.
- Strong skills in research, data analysis, written and verbal communication, financial planning, project management, and collaboration across departments and agencies.
- Proficiency with standard office software (e.g., word processing, spreadsheets, presentation tools) and comfort working with databases and basic online publishing tools.
- Ability to build and maintain productive relationships with businesses, community organizations, Indigenous partners, regional agencies, and other stakeholders.

Effort & Working Conditions:

- Must hold a valid Ontario Class G driver's licence and have access to reliable transportation.



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- Standard hours: 40-hour workweek during regular business hours, with flexibility required to attend meetings, events, and engagement activities outside normal hours.
- Occasional work out of town is required while attending courses, meetings, conferences, or seminars.
- Work is performed in office, meeting, and community settings, with regular travel within the Township and occasional regional travel.
- The position involves frequent interaction with the public, businesses, officials, and partners, requiring professionalism, tact, diplomacy, and conflict-resolution skills.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check

How to Apply:

Interested candidates are invited to submit their resume and cover letter as indicated below. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Township of Ignace Township Office

34 Main Street.

Ignace, ON P0T 1T0

hr@ignace.ca

Closing date: Friday June 17th, 2026 at 3:00 p.m. CST

Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.