

**JOB DESCRIPTION**  
**MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH**

**TITLE:** Business Development Officer (Renewables)

**STATUS:** Permanent, Full-Time (Class A)

**HOURS:** Four Day Work Week 8:00 a.m. to 5:00 p.m.  
Evening and weekend meetings as required, travel as required

**REPORTS TO:** Director of Economic Development

**THE ROLE:**

This is an exciting role for individuals interested in working in the renewables field. The incumbent will make a measurable contribution through application of strategic planning, relationship-building, influencing, stakeholder management, project management and negotiation skills. The Municipality of the District of Guysborough (MODG) space is a dynamic environment, where key success factors include personal pro-activity and resilience, strategic thinking, the ability to adapt and learn quickly, to seize and take opportunities, and to retain a creative, and “can do” mindset in the face of challenges and adversity.

**GENERAL RESPONSIBILITY:**

Under the direction of the Director of Economic Development, the Business Development Officer (BDO) will work closely with MODG Council to attract and facilitate the development of Onshore / Offshore Wind & Hydrogen business opportunities within the Municipality of the District of Guysborough. The BDO will play a critical role in expanding and improving the economy of the Municipality, identifying opportunities for sustainable growth, assisting with the Municipality's own renewable portfolio, providing local employment opportunities and strengthening the property tax base of MODG.

This role will establish relationships with key internal and external stakeholders to facilitate strategy discussions and new business activities. This role provides a unique opportunity to help shape the longer-term growth strategy for both MODG and the Province of Nova Scotia. MODG will play a central role in the Nova Transition to a Renewable Energy based economy.

**WHAT WE NEED FROM YOU:**

Proficient oral and written English and outstanding skill in strategy reporting are required

- An educational background in business, economic development, or engineering
- Commercial sense and business acumen are essential
- A demonstrated knowledge of the evolving energy industry in Nova Scotia and Canada
- The ability to develop, maintain and utilize a network of contacts to support the economic development of MODG

- Knowledge of the fundamentals of finance, accounting, project evaluation, marketing and legal processes
- Candidate with passion, strategic thinking, problem-solving, team spirit, responsiveness, self-driven would be preferred
- Strategic planning & implementation skills
- Strong analytical capability, able to connect dots and develop a holistic view
- Strong ability in turning insight to meaningful business implication
- Deliver innovative solutions
- Prior experience in commercial & strategy development is preferred
- Good understanding of business end to end process and procedures
- Good acumen for opportunity identification
- Good skill in internal and external relationship management and (senior) internal stakeholder engagement
- Proactive style, collaborative, proactive listening, and skillful convincing

#### **MAINTAINS LIAISON WITH:**

- ♣ Chief Administrative Officer
- ♣ Director of Economic Development
- ♣ Council
- ♣ Senior Management
- ♣ Fellow employees and colleagues in all levels of government
- ♣ Industry Agencies
- ♣ Potential investors and investment stakeholders
- ♣ MODG residents and business owners/operators
- ♣ Other individuals and organizations as appropriate

#### **SPECIFIC RESPONSIBILITIES:**

- Responsible for the development and effective implementation of actions that will enable MODG to attract onshore / offshore wind investment and related ancillary benefits to the Municipality;
- Identify local business opportunities associated with onshore / offshore wind investors;
- Proactively engage with local residents; developers; consultants; and senior levels of government to understand socio-economic impacts of onshore / offshore wind within the Municipality;
- Provide economic and business development information to interested groups, other levels of government and business development proponents;
- Actively pursue leads and prospects, which are a benefit to MODG;
- Responsible for organizing, researching, and producing data and material in a meaningful manner in order to meet project deadlines and procurement opportunities; and working with consultants as needed;
- Assist MODG Council in preparing strategic plans and initiating economic development initiatives; ensure all economic development and strategic plans respect the current MODG Strategic Plan and the Integrated Community Sustainability Plan;
- Establish and maintain solid working relationship with potential investors and other

investment stakeholders;

- Liaise with all levels of government and industry agencies;
- Investigate, research and promote opportunities for investment in MODG;
- Promote and communicate the inclusion of MODG residents and companies to investors establishing operations within the Municipality;
- Facilitate private / public partnerships which will augment efforts and broaden the benefits of development initiatives within MODG;
- Provide leadership through broad community involvement which promotes the economic well-being of the Municipality;
- Act as an advisor on economic development to public officials, the private sector and the public at large;
- Coordinate visits to the municipality for prospective investors;
- Represent MODG at trade fairs promoting onshore / offshore wind development and associated business opportunities;
- Provide advocacy and support to new business proponents, industry, community services and community organizations;
- Promote and support the continued development of our natural resource strengths; and assist with the administration of MODG's own renewables portfolio;
- Draft reports and make presentations to MODG Council and other groups when required;
- Attend Council Meetings and other meetings relevant to economic development as required.

## **MORE ABOUT MODG:**

### **AN EXCITING PLACE TO WORK**

There's never been a more exciting time to work in rural Nova Scotia. Join us and you'll be adding your talent and imagination to a community with the ambition to shape the future. We offer a competitive benefits and compensation package, and a condensed 4 Day work week schedule.

### **A REWARDING PLACE TO WORK**

There's a reason Guysborough scored at the top of Nova Scotia Quality-of-Life Index as the best place to live in Nova Scotia! Come discover for yourself!

A sense of belonging isn't just something we talk about here – it's statistically proven! More than six in ten residents of Antigonish-Guysborough (62.9%) report having a strong sense of belonging to their community – the highest rate in the province. The 2019 [NS Quality of Life Survey](#) also found our region has the highest rate of volunteerism in Nova Scotia.

You Belong *Here!*

