



## Industry Development Manager

The Industry Development Manager will drive and lead the implementation of the Newfoundland and Labrador Federation of Agriculture (NLFA)'s strategic plan to find sustainable solutions to further grow and strengthen the NL agriculture industry. The position reports directly to the General Manager. To learn more about the NLFA, please refer to our website at [www.nlfa.ca](http://www.nlfa.ca).

### **GENERAL RESPONSIBILITIES**

#### **Board Governance:**

- Assist with strategic planning implementation and growth strategies, along with supporting the implementation, monitoring and evaluation of standards and performance measurables
- Assist member organizations in bylaw development and dissemination that supports and guides the organization's mission and mandate as defined by the organization's bylaws and/or mission vision and values

#### **Stakeholder engagement:**

- Maintain a high level of knowledge of economic development approaches, programs, and services and provide member organizations assistance in assessing appropriateness of programming and direction
- Consult with member organizations to gain and share information concerning their growth, competitiveness strategies, etc.
- Establish, develop, and maintain effective working relationships with departmental staff, municipal employees and external stakeholders
- Undertaking research and analysis in support of policy, legislative and regulatory initiatives
- Assist with planning and execution of industry development sessions as identified by membership organizations including funding applications and budgets
- Track progress by identifying and establishing performance measurables to analyze the success of strategic development
- Oversee and develop committees and working groups to work on identified industry challenges to establish development strategies
- Drive collaborative, cross-functional behavior to amplify the impact of industry growth
- Prepare and assist with funding applications and reporting for NLFA annual events such as Open Farm Day, etc.
- Developing and presenting evidence-based briefing material to the General Manager, Executive and Board of Directors

#### **Other:**

- Liaise with other NLFA staff as required
- Provide content for media, social media and newsletters related to industry development and industry organizations
- Other duties as assigned by the General Manager
- Travel required – Must have valid driver's license and access to a vehicle

## Professional Qualifications Required

- A University/College degree (preferably in Agricultural Sciences, Business Administration) or an equivalent combination of education and applicable experience
- Previous experience and success in establishing relationships with individuals and organizations of influence including funders, stakeholders and volunteers within a not-for-profit organization
- You are a big picture thinker and problem solver with a strong understanding of the NL Agriculture industry, Government and non-government policies and procedures
- Experience and skill in working with a Board of Directors an asset including board experience
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the volunteers, commodity groups, and stakeholders.
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- A high level of initiative and ability to adapt to changing circumstances and focus areas within the job
- A high level of attention to detail, accuracy and follow up
- Experience working on projects to develop new or amended regulations or legislation will be considered an asset
- Able to work independently and meet deadlines
- Strong proficiency in MS Office programs
- High level of diplomacy and strong written and oral communication skills
- Strong public speaking ability
- Strong work ethic with a high degree of energy
- All applicants must be legally entitled to work in Canada

## Compensation and other details

**Job Type:** Full-Time

**Salary:** \$ Pay will be commensurate with the experience, skills, and qualifications that the candidate brings to the position

**Vacation:** 2 weeks annual paid vacation plus paid public holidays, Christmas Holidays Dec 24 -Jan 2

**Hours:** 37.5 hrs

**Benefits:** Dental, Drugs, Extended Health Benefits, Hospital and Travel

**Location and Environment:** You must reside in Newfoundland and Labrador.

**Expected Start Date:** As soon as possible

## How to Apply:

Send your PDF resume and cover letter to [hire@nlfa.ca](mailto:hire@nlfa.ca) with subject line "Industry Development Manager." Only those that are selected for an interview will be contacted.

**Deadline to apply:** Wednesday, February 19, 2025