

Burlington Economic Development - Job Description

Position: Economic and Real Estate Analyst (1 year, full-time contract)

Current Job Rating: Grade E

We are looking for a driven individual interested in building a long-term career who shares our passion for economic development, real estate, and building a successful Burlington.

ABOUT BURLINGTON ECONOMIC DEVELOPMENT

Burlington Economic Development (Burlington EcDev) is an agency of the City of Burlington that works to attract high-value companies to Burlington, support the expansion of existing businesses, and encourage the start-up and growth of new companies. The team works across all industries and sectors to deliver personalized support to businesses and collaborates with partners across the private and public sectors to maintain Burlington's robust and diverse economy.

POSITION SPECIFICATIONS:

- **Salary:** \$60,516 per annum
- **Work hours:** 9 a.m. to 5 p.m., Monday to Friday (35 hours per week)
- Flexible working practices and a dynamic environment

POSITION SUMMARY:

This position will support Burlington Economic Development (25% of time):

- Burlington Economic Development is entering an exciting phase in its development with work on a new strategic plan underway for 2023-2026 that aims to direct Burlington EcDev's future projects as an organization that leads, influences, and facilitates Burlington's transformation into a vibrant and economically thriving city. Working to support the City of Burlington Strategic Plan 2015-40, Burlington EcDev will also continue to move forward on several initiatives designed to support the growth and scale-up of businesses in Burlington. We are looking to hire a Economic and Real Estate Analyst to support the analysis of the Burlington and Regional Economy and develop reports that allow fact-based discussions to take place in developing and implementing Burlington's Economic Vision.

This position will support the Burlington Lands Partnership (75% of time):

- The Burlington Lands Partnership (BLP) of the City of Burlington allows the City to develop internal capacity and take a greater strategic role in targeting and successfully implementing municipal land development partnership opportunities in Burlington. For the City, the BLP focuses on achieving tangible and measurable community benefits and returns in three areas: supporting economic growth and job creation, completing "city building" projects and delivering attainable housing. This position will support identification/evaluation/due diligence of land partnership opportunities and provide administrative support to the BLP team.

KEY ATTRIBUTES FOR THIS ROLE INCLUDE:

- Strong interest and/or experience in research methodologies and real estate;
- Comfortable analyzing large amounts of data and compiling data from various sources;
- Excellent writing skills and the ability to produce clear and well-written reports and slide decks;
- Financial record-keeping experience and skills
- Administrative experience
- Proficiency with computer applications including Microsoft Suite, with strong Excel skills. Knowledge of Microsoft Power BI software is an asset;
- Strong verbal and analytical communications skills;
- Exceptional attention to detail;
- Self-directed and motivated, with the ability to manage priorities and ensure deliverables are met in a timely and professional manner;
- Strong organizational skills to prioritize multiple projects simultaneously and meet competing deadlines;
- Fluency in oral and written English is required;
- Passionate about problem-solving and looking at the bigger picture;
- Devotion to delivering quality work; and
- Proven ability to work as part of a team.

YOUR ROLE:

The Economic and Real Estate Analyst will:

1. Support the Burlington Lands Partnership on identification/evaluation/due diligence of land partnership opportunities. This may include analyzing lands, evaluating opportunities, and preparing reports/presentations to share with the Burlington Lands Partnership Streeting Committee, the Burlington Economic Development Board of Directors and City Council.
2. Provide research for the Burlington EcDev and Burlington Lands Partnership Teams on real estate, industry, and business trends and strategies, changes in legislation affecting business, demographics of Burlington and the surrounding area, government assistance programs available, etc. Ensure this information is

available in formats that are easy for others to understand and use in meetings with new, existing, and potential businesses.

3. Provides administrative support to the Burlington Lands Partnership that may include scheduling meetings, preparing budgets, hiring consultants, and processing invoices.
4. Related to Burlington Lands Partnership financial management, works closely with City Manager's Office, CFO and Finance staff (and other City staff involved directly with BLP project management) to ensure ongoing capital and operating accounts are managed in keeping with all related City policies and procedures.
5. Prepare reports and presentations on policy, economic, business, and real estate trends, and issues. Respond to ad-hoc requests for information, as needed.
6. Work toward the development of policy, plans, programs, and projects that support Burlington EcDev and Burlington Lands Partnership operations and strategic directions.
7. Support the Committees of Burlington EcDev and the Burlington Lands Partnership Steering Committee, providing them with research and information on a variety of subject matters relating to business, industry, manufacturing, education, legislation, and government agencies and relations.
8. Develop, maintain, assess, and analyze information systems and databases related to Burlington EcDev's mission and the Burlington Lands Partnership. Assess the economic and fiscal impact of specific development projects and initiatives. This may involve researching best practices, comparative analyses, and working with COB staff.
9. Participate in and support other aspects of BLP and Burlington EcDev's work, as needed.

EDUCATION: Post-Secondary Degree and/or Post-Graduate Degree in Economics, Real Estate, Statistics, Business, Economic Development, or a related field.

EXPERIENCE: Experience in business/economic development/real estate or related business fields and/or Project management are an asset.

DURATION: One Year

WORK ENVIRONMENT: 35-hour work week, largely remote, with some standard office environment and potential for some visits to non-office environments. Must provide own transportation. Some evening and weekend work may be required.

To apply please submit a resume and cover letter to BurlingtonEcDev@gmail.com by 10 p.m. on April 14th 2024.

No phone calls, please. We will only be contacting those we select for an interview. Thank you for your interest!