

ECONOMIC DEVELOPMENT LETHBRIDGE CWG Cluster Development Manager

Job Title: CWG Cluster Development Manager
Reports to: Director, Investment Attraction or Designate
Anticipated Start Date: May 19, 2026
Term of Employment: up to 2 Years, subject to funding
Location: Economic Development Lethbridge, 3582 30th St. N Lethbridge, AB. T1H 6Z4

Organizational Overview

Economic Development Lethbridge (EDL) is an independent not-for-profit organization governed by a volunteer 31-member Board of Directors. The mandate of the organization is to strengthen and diversify the Lethbridge region economy by initiating and facilitating proactive economic development strategies and promoting our great city as an excellent place to live, learn, invest, experience and do business.

Canada's Western Gateway (CWG) is a consortium of municipal and economic development organizations dedicated to investment attraction, business retention and expansion, and advocacy for the supply chain and logistics sector. Partners include Economic Development Lethbridge, Lethbridge County, Town of Milk River, Village of Coutts, Village of Stirling, Village of Warner, County of Warner, and key industry stakeholders. With regional support from SouthGrow Regional Initiative, CWG leverages collaboration to prepare the region for investment, innovation, and sustainable growth.

Position Description:

We are seeking an experienced business development professional to engage the community, investors, government, and business stakeholders in the supply chain and logistics sector, building upon CWG's vision as the trade and logistics corridor at the heart of Canada's agriculture supercluster. The Cluster Development Manager will work closely with EDL's Director of Investment Attraction or Designate to develop and execute investment attraction initiatives, identify leads for the region, and provide information and support to new businesses and events. Additionally, the Manager will work with partnering municipalities to ensure investment readiness and collaborate with team members to develop strategies and initiatives to meet the deliverables outlined in the contribution agreement with our funding partners.

This role leverages business and financial expertise alongside industry knowledge to assist clients in developing, evaluating, and advancing business opportunities, offering follow-up advice and support as needed. The Manager will also work closely with other business support agencies and financial institutions active in Southern Alberta to ensure a coordinated and impactful approach to economic development in the CWG region.

Investment Attraction

- Ensure availability and effective proactive dissemination of information and data relevant to the target audience.
- Respond to and actively source investment inquiries in order to act as the community collaborator and proactive advocate for future evolution, growth and prosperity of the CWG region.
- Proactively develop initiatives for attracting new opportunities that have the potential to build on local economic strengths and foster industry cluster development in the region. This includes identifying and attending conferences and tradeshows with business development potential.

- Establish relationships with various committees and stakeholder groups to stimulate sharing of information and formation of collaborative projects that would be of value to our target audience and support investment attraction to the region.
- Maintain an awareness of regional, provincial and federal economic planning programs, grants and activities and pursue applicable grants and programs at the direction of the Director of Investment Attraction.
- Facilitate strong partnerships between businesses, government department, financial and educational institutions, First Nations organizations and the community.
- Collaborate with partnering municipalities to enhance investment readiness, including reviewing and providing recommendations on planning and development processes, identifying development-ready land, and assessing infrastructure needs. Utilize sound judgment and a solid understanding of planning and development principles to support municipalities in creating an environment conducive to investment and growth.

Management and Leadership

- Proactively develop and maintain active contact with other business and economic development organizations, and government/community agencies in order to stay aware of current programs and services.
- Operate as an active and key contributing member of the team to achieve the deliverables of the three-year CWG project.
- Actively participate with Director of Investment Attraction to develop overall strategic plans and policies, at times leading and being accountable for various initiatives.
- Supervise and delegate tasks and responsibilities to designated support positions.
- Provide leadership and positive behaviour modelling.
- Be able to represent the region in a professional manner when attending conferences and trade shows.

Skills and Qualifications

- Post secondary degree in business or related field, or equivalent 5-7 years experience in a related business development setting.
- Working knowledge of industries such as transportation, logistics and warehousing.
- Strong customer service and stakeholder orientation.
- Excellent written and verbal communication, presentation and interpersonal skills.
- Ability to work in a dynamic, high-paced team environment.
- Experience managing multi-faceted information inquiries.
- Effective prioritization and time-management skills.
- Aptitude for networking and relationship building. This position will require attending of in-person events.
- Proven project management skills and ability to develop and implement effective strategies.
- Committed to working with shared project leadership and cross functional teams.
- Organized, enthusiastic, innovative and able to deal with ambiguity and tight deadlines while working effectively in a team environment.
- Leadership, management and supervisory experience.
- Accept ownership and accountability for results with strong ethical standards.

- Must have a valid passport and be willing to travel internationally.
- Some overtime including evening/weekend work may be required to travel and attend specific events and conferences.

Application Process

Applications will be accepted until **4:30 pm on Friday, April 10, 2026.**

Interested candidates should submit their cover letter, resume, and supporting documents to: mark@chooselethbridge.ca, Please include the job title in the subject line of your email.

Visit www.chooselethbridge.ca to learn more about the organization. This 2-year term contract position ending February 2028 has a salary range of \$65,738 to \$86,281 depending on education and experience. We offer an extended health benefits program and group RRSP matching.