

Position Profile

Director, Corporate Development

Calgary or Edmonton, Alberta

The Opportunity

Invest Alberta Corporation's (IAC) Director, Corporate Development will champion research-based innovation in the delivery of IAC's mandate of attracting high-value, high-impact investments to the province. Reporting to the CEO, you will be responsible for overseeing and managing Invest Alberta's innovation, governance, risk and compliance, reporting, and research functions.

You will be responsible for handling a variety of corporate issues, including matters related to Board and Government relations. In addition, you will provide balanced and effective advocacy in the interest of IAC and its clients. Acting in accordance with IAC's values, you will serve as a key figure in advancing and upholding the reputation of the Corporation with key decision-makers and policy influencers.

Ideally, you have experience providing strategic advice and assistance to senior leaders. You bring a strong understanding of how the Alberta government, and other levels of government in Canada, operate. You are a collaborative team member with a proven track record of building strong partnerships. Previous exposure to Alberta's legislative process, policy, and programs will be considered an asset.

Responsibilities will include:

- Lead the development of research based innovative strategies that lead to IAC exceeding its targets.
 - Management of the Board and committee work plans, packages, and meetings.
 - Ongoing oversight and continuous improvement of the CRM, including educating and working with team members to effectively utilize the program.
 - Providing adequate and timely information to the Board to enable it to effectively execute its oversight role.
 - Development and maintenance of enterprise risk management, policies, procedures, and internal controls.
 - Ensuring compliance with government reporting and regulations, including developing semi-annual and annual reports.
 - Developing and implementing a research strategy and overseeing market intelligence to support the organization.
 - Creating and managing the strategic and business plan annual processes.
 - Acting as liaison between IAC and government departments on policy issues related to investment opportunities.
 - Overseeing the corporate performance measurement and reporting system, including setting, tracking and reporting on KPIs and metrics.
 - Supporting Invest Alberta team members and operations as required.
 - Other duties as assigned
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Team Coordination duties will include:

- Acting as a resource to the entire Invest Alberta team.
- Developing, maintaining, and strengthening professional working relationships across the organization and its larger network.
- Working collaboratively with others, forging connections.
- Discreetly handling confidential information and data – adhering to privacy and confidentiality at all times.
- Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
- Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Leveraging technology to improve organization, communication, and efficiency.
- Understanding the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change agent.
- Actively building and maintaining an inviting company culture.

Qualifications

- Undergraduate degree
- Minimum 6 years of risk, compliance, or governance experience.
- Knowledge of Alberta's economic strengths and sectors.
- Solid relationship building skills and an existing network relevant to IAC's mandate.
- Proven excellent verbal and written communication skills in English.
- Knowledge of international business, social protocol, and cultural etiquette.
- Experience working in a commercial setting, Crown corporation or government agency environment, especially involving large scale investment.

About the Organization

Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

How to Apply

Interested in being a part of a new, dynamic organization that was designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections while earning a competitive salary with comprehensive benefits, apply by email, including a cover letter, resume, and salary expectations to:

hr@investalberta.ca

Closing Date: Until suitable candidate is found.

Thank you for your interest in IAC.

Only those candidates selected for interviews will be contacted. No phone calls please.

To learn more about IAC & this position please visit: investalberta.ca
