

Position Profile

ONGOING INVESTMENT ATTRACTION OPPORTUNITIES

Calgary or Edmonton

The Opportunity

If you are looking for a chance to work with a great team of talented professionals in the international investment attraction field, we invite you to apply! Resumes will be reviewed on a continuous basis and if we think there is a fit, we will reach out!

Invest Alberta is looking for enthusiastic, creative collaborators who want to make a difference in the lives of everyday Albertans. Investment Attraction Advisors work with team members nationally and internationally to showcase Alberta as a key investment destination. Investment Attraction Advisors are connectors. They lead our efforts in continuing to build out our networks in key sectors in Alberta. This role actively engages client organizations in various sectors and works with team members to secure new entrants to the market. More than a lead generator, this position requires you to anticipate needs of internal and external stakeholders. This role is expected to liaise with between all internal and external partners, both at home and abroad. Successful candidates will facilitate meaningful conversations with key stakeholders across a multi-layered organization. As a company ambassador, the Investment Attraction Advisor will need to always have the highest level of professionalism and discretion.

As an Investment Attraction Advisor, you can handle many diverse opportunities at once, and are unfazed by the need to meet changing and tight deadlines. You can juggle working with multiple teams with many different needs and demands. You possess exceptional attention to detail, strong interpersonal communication skills - both written and oral, and seek to close a deal when stakes are high.

Primary duties include:

- Identifying and qualifying potential investors and investment opportunities.
 - Converting leads to opportunities and closing deals.
 - Building strong connections and collaborative relationships across the organization and externally to secure, retain and expand investment in Alberta.
 - Providing consistent, high-quality service to investors supporting them in making investment decisions and achieving success.
 - Recommending strategies and tools for targeted sector attraction in the province.
 - Locating, evaluating, and recruiting potential investors and qualified leads to ensure a substantive opportunity pipeline.
 - Supporting the promotion of Alberta opportunities and success stories.
 - Developing an in depth understanding of prospects, gathering, and sharing market intelligence with the team and government.
 - Serving as the knowledge base and problem solver for investors and managing interactions in a positive and professional manner.
 - Traveling to destinations to generate leads and meet with investors.
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- Creating proposals and pitches for investors by working collaboratively with the IAC team.
 - Drafting and development of MOUs.

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

- A degree or graduate degree in a related field, combined with a minimum of six years of progressively responsible and diverse business development or international investment.
 - Specific knowledge and prior experience in business development is required.
 - Demonstrated superior project management skills that reflect your ability to write and create complex and compelling proposals.
 - Experience working with client relationship management (CRM) systems.
 - An established industry network that you can use and access to ensure success.
 - Proven knowledge of international business, social protocol, and cultural etiquette.
 - Fluency in other languages is considered an asset.
 - A valid passport and the ability to travel is required.
 - Proven experience being a supportive and collaborative team player.
 - Experience building internal and external relationships, handling difficult personalities and handling conflict situations while demonstrating an ability to work collaboratively in a team environment.
 - Demonstrated success in delivering results with an entrepreneurial spirit of self-confidence and a positive, self-motivated approach.
 - Excellent collaborator and communicator in written and verbal form.
 - Extremely versatile and dedicated to efficient productivity.
 - Passionate about building a community and being the connector that makes it happen.
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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

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
