

Position Profile

Manager, Corporate Development

Calgary or Edmonton, Alberta

The Opportunity

Reporting to the CEO, The Manager, Corporate Development is a responsive and accountable problem solver who can work effectively to support the delivery of Invest Alberta's mandate and mission. They support the CEO on deal flow, board and government relations, organizational communications, and policy analysis. Acting as a liaison with all levels across the organization, the Manager, Corporate Development is a savvy relationship builder who can collaborate with a wide range of people from various backgrounds and cultures.

Primary duties include:

- Support the CEO in the delivery of strategic business initiatives and business development deal flow.
- Working collaboratively with the CEO and business development team in responding to investor leads and inquiries.
- Serve as liaison between the CEO and staff to optimize the CEO's time.
- Ensure the Senior Leadership Team is well briefed and informed with the latest research, policy developments and collateral material.
- Tracking and monitoring federal, provincial, and municipal policies relevant to the mandate and mission of Invest Alberta.
- Provide policy and strategic advice to senior leadership in support of the delivery of the mandate and mission of Invest Alberta.
- Support the relationship between Invest Alberta, the Government, and other key stakeholders.
- Create proposals and pitches for investors by working with marketing, investor services, and other departments.
- Organizing and participating in investor, government, and stakeholder meetings to support deal flow.
- Other duties as assigned.

Team Coordination duties include:

- Developing, maintaining, and strengthening professional working relationships across the organization and its larger network.
- Working collaboratively with others, forging connections.

- Discretely handling confidential information and data – always adhering to privacy and confidentiality.
- 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 IAC’s mandate, 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.
- Diverse business development or international investment experience in a professional environment.
- Experience in a government setting and/or knowledge of the Alberta legislative process, policy, programs, economic strengths, political and investment landscape would be considered a strong asset.
- Demonstrated project management skills.
- Experience working with client relationship management (CRM) systems.
- Demonstrated ability to create and write complex and compelling proposals.
- Fluency in English; other languages would be considered an asset.
- Proven experience being a supportive and collaborative team player.
- Experience building internal and external relationships, and 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.
- Extremely versatile and dedicated to efficient productivity.

About the Organization

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. IAC 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 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 including a cover letter, resume, and salary expectations to hr@investalberta.ca.

Closing Date: Open until a 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