

Position Profile

Investment Attraction Advisor

Edmonton, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (IAC) team, reporting to the Managing Director, Canada, you'll collaborate with team members nationally and internationally to market Alberta as a key investment destination. The Investment Attraction Advisor is a business development representative and seen as a connector. They will identify and pursue new opportunities for IAC within new and current markets, connecting potential clients with team members in Alberta, as appropriate. In addition to being a lead generator, they will have a passion for growing a network with key influencers and leaders of businesses in various industries.

The ideal candidate will drive growth with entrepreneurial thinking and have a highly self-motivated attitude. Maintaining relationships with strategic client representatives and leveraging existing contacts and business relationships, the successful candidate will actively pursue new business and foster relationships with key business partners.

Primary duties include:

- Identify and cultivate current and new relationships with current and potential investors, providing consistent, high quality and responsive service.
- Work closely with sector leads within IAC to convert 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.
- Recommending strategies and tools for investment attraction within the priority sectors of IAC.
- Locating, evaluating, and recruiting potential investors and qualified leads to ensure a substantive opportunity pipeline.
- Effective management of deal pipeline with the aim of achieving a high rate of realised investments
- Supporting the promotion of Alberta opportunities and success stories.
- Serving as the knowledge base and problem solver for investors; managing interactions in a positive and professional manner.
- Creating proposals and pitches for investors by working collaboratively with the team including Marketing, Investor Services, and other departments.

Team Coordination duties include:

- Acting as an in-market resource to the larger IAC team.
- 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 – 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 IAC’s mandate, and how to deliver on it.
- Actively building and maintaining an inviting company culture.

Qualifications

- A degree in a related field, combined with a minimum of six years of progressively responsible and diverse business development or international investment experience in a professional environment.
- Knowledge and prior experience in one or more of IAC’s priority sectors is required.
- Demonstrated project management skills.
- Experience working with client relationship management (CRM) systems.
- An established network that you can use and access to ensure success.
- Proven knowledge of international business, social protocol, and cultural etiquette.
- 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, handling difficult personalities and 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.

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