

## Position Profile

### Manager, Corporate Development, India (part-time)

Calgary, Alberta

#### The Opportunity

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As a member of the Invest Alberta Corporation (“IAC”) team, reporting to the Managing Director (“MD”), you’ll collaborate with team members nationally and internationally to market Alberta as a key investment destination. You are a responsive and accountable problem solver who can work effectively to support the delivery of Invest Alberta’s mandate and mission. You will support the MD on deal flow, and policy analysis. Acting as a liaison with all levels across the organization, you are a savvy relationship builder who can collaborate with a wide range of people from various backgrounds and cultures. In addition to being a lead generator, you will have a passion for growing a network with key influencers and leaders of businesses in various industries.

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

#### Primary duties include:

- Support the MD in the delivery of strategic business initiatives and business development deal flow.
- Work collaboratively with the MD and the business development team in responding to investor leads and inquiries.
- 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.
- Developing, maintaining, and strengthening professional working relationships across the organization and its larger network.
- Build, maintain and foster positive relationships with key people and decision makers.

**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.
- 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 IAC's mandate, and how to deliver on it.
- Actively building and maintaining an inviting company culture.
- Be a champion of IAC and Alberta and a solutions generator, clearly articulating the many investment opportunities available to prospective clients.
- Other duties as assigned.

**Qualifications**

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- A degree in a related field, combined with a minimum of six years of progressively responsible and diverse government, business development, and international investment experience in a professional environment.
- Knowledge and prior experience in one or more of IAC's priority sectors is an asset.
- Very strong understanding of India's business environment, customs, and practices.
- Fluent in both English and the primary languages of India.
- Demonstrated project management skills.
- Experience working with client relationship management (CRM) systems.
- An established network that you can use and access to ensure success is a must.
- Proven knowledge of international business, social protocol, and cultural etiquette.
- 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

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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

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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](mailto: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](http://investalberta.ca)