

Position Profile

Investor Services Advisor

Edmonton or Calgary, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (IAC) team, reporting to the Manager, Investor Services, you'll collaborate with team members nationally and internationally to support the team in logistical planning, coordination, and implementation of all outbound IAC investment missions. The success of a carefully planned mission rests with you. When time and budgets are constrained, you will be the one the team relies on to create a meaningful experience that helps investors remember why Alberta is a great place to build their business. Our Province has the opportunity, and your job is to help bring that to the forefront, by executing a highly organized and successful mission, regardless of where it is held. The ideal candidate is organized, can handle many diverse opportunities at once, and is unfazed by the need to meet changing and tight deadlines. You can juggle collaborating with multiple teams with diverse needs and demands. You possess exceptional attention to detail, strong interpersonal communication skills - both written and verbal, and take enormous pride in being able to deliver on a plan when much is at stake.

Primary duties:

Project Management (20%)

- Establish and manage mission frameworks, sharing essential information with participants and support teams.
- Ensure all travel details are tracked and documented for safety and security, saved in SharePoint.
- Promote best practices in travel safety and security.
- Lead the monitoring and tracking of all out-of-province travel within Microsoft List.
- Facilitate kick-off meetings and oversee the strategic delivery of mission objectives.

2. Strategic Travel Management (20%)

- Lead the development and implementation of travel strategies for BDs and IAC team members in TravelNexus (Salesforce App).
- Guide the setup of Salesforce campaigns, ensuring alignment with organizational goals.
- Provide expert advice on destination entry requirements, travel cost estimates, and policy adherence.
- Oversee the travel request process, ensuring efficient monitoring and approval in Salesforce.

3. Project Management for In-Market Events and Sponsorships (20%)

- Oversee the planning and execution of in-market events and sponsorships, aligning with strategic objectives.
 - Develop and manage project timelines, deliverables, and budgets.
 - Collaborate with internal and external stakeholders to ensure project success.
 - Direct the triage and management of travel support requests in Salesforce, ensuring timely responses and resolution.
 - Lead the planning and execution of IAC hosted events and sponsorships, aligning with mission goals.
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4. Stakeholder Communication and Engagement (10%)

- Lead regular communications and updates to team members, fostering transparency and alignment.
- Facilitate check-in and post-trip debrief meetings, driving actionable feedback and continuous improvement.
- Build and maintain strong relationships with local partners for effective mission execution.
- Ensure robust records management for all mission/outreach documents in SharePoint and Outlook folders.

5. Resource and Itinerary Oversight (10%)

- Manage the procurement and coordination of materials needed for trips, ensuring readiness and consistency.
- Oversee the accuracy and consistency of itinerary documents for ELT missions.
- Maintain high standards for the formatting and presentation of all mission materials.

6. Vendor and In-Market Relationship Management (5%)

- Lead coordination with in-market vendors for private meetings and events, ensuring seamless execution.
- Foster strong relationships with in-market resources, leveraging cultural knowledge for successful events and sponsorships.

7. Process Innovation and Reporting (5%)

- Drive the development and enhancement of processes for outbound BD outreach.
- Oversee the Investor Outreach page in SharePoint, ensuring up-to-date and relevant information.
- Lead the preparation of information for IAC external reporting, including board reports and business plans.
- Ensure accurate recording of trip expenses in TravelNexus.

8. KPI and Data Reporting Leadership (5%)

- Lead the development and maintenance of KPI metrics for international outreach activities.
- Compile, analyze, and present data for reporting purposes, providing insights and recommendations.
- Ensure accuracy and timeliness in data reporting, driving strategic decision-making.

9. Other (5%)

- Provide investors services event support for local IAC events and investor visits.
- Actively participate and contribute to the Invest Alberta Occupational Health & Safety (OHS) Committee.

Qualifications

- 5 or more years of relevant experience with specific demonstrated success in team and program management.
 - Demonstrated excellent written and verbal communications skills.
 - A high degree of self-motivation, constantly in tune with the global environment and potential impacts on mission planning.
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- A positive energy and cheerful outlook.
 - Strong time management skills.
 - Ability to manage multiple tasks simultaneously and under stringent time constraints.
 - Strong work ethic, results oriented, and deadline driven.
 - Experience managing budgets and sound financial accountability.
 - Experience collaborating with diverse stakeholders and the ability to build and maintain strong and healthy relationships.
 - Highly adaptable and flexible to job needs.
 - Excellent conflict resolution skills.

About the Organization

Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. With 11 international offices located in key markets around the world, 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.

The Government of Alberta established Invest Alberta as a Crown corporation to promote Alberta as an investment destination, generate leads and cultivate investor and partner relationships, and provide support services to high-impact and high-value investors.

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
