

## Position Profile

### Director of Investment Attraction

Edmonton, Alberta

#### The Opportunity

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As a member of the Invest Alberta Corporation (IAC) team, reporting to the Managing Director, North America, this role will collaborate with team members nationally and internationally to market Alberta as a key investment destination. The Investment Attraction Director 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 sector leaders in Alberta. 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:

- Identifying and cultivating current and new relationships with current and potential investors, providing consistent, high quality and responsive service.
- Locating, evaluating, and qualifying leads and potential investors to ensure a substantive investment opportunities list, converting leads to opportunities and closing deals.
- Building strong connections, collaborative relationships, and networks across the organization and externally to secure, retain and expand commercial investment in Alberta, supporting the promotion of Alberta opportunities and success stories.
- Creating proposals and pitches for Investors by working collaboratively with internal & external stakeholders in recommending strategies and tools for investment attraction.
- Maintaining up-to-date records for all files and interactions in IAC's Client Relationship Management software (Salesforce).
- Leading presentations internally and/or to clients.
- Providing consistent, high quality and responsive service to investors, supporting them in making investment decisions and achieving success.
- Utilizing social media tools for commercial promotion and to generate new business opportunities.

#### Team Coordination duties include:

- Acting as an in-market resource to the larger IAC team by sharing market intelligence with the team through building an understanding of prospects.

- Developing, maintaining, and strengthening connections and professional working relationships across the organization and its larger network, supporting an effective corporate culture.
- Leveraging technology to improve organization, communications, and efficiency, effectively handling confidential information and data, collecting, and distributing information to senior-level internal and external clients, leading, and participating in working groups.
- Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
- Working collaboratively with others, forging connections.
- Staying current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Understanding IAC’s mandate, and how to deliver on it.

## Qualifications

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- 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.
- Extensive client service experience.
- Demonstrated success in delivering results with an entrepreneurial spirit of self-confidence and a positive, self-motivated approach.
- Knowledge and prior experience in one or more of IAC’s priority sectors is required.
- Knowledge of key economic sectors of the province of Alberta is a bonus.
- Experience working with client relationship management (CRM) systems.
- An established network that you can use and access to ensure success.
- Experience in working for a government agency in an investment or trade related role is considered an asset.
- Demonstrated project management skills.
- Valid drivers license required.
- Experience managing events and/or working on high level visits.
- Fluency in English; other languages would be considered an asset.
- Excellent collaborator and communicator in written and verbal form.
- 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.
- 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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Invest Alberta Corporation 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

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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)