

Position Profile

Global Partnerships Coordinator

Calgary or Edmonton, Alberta

The Opportunity

About

As Alberta's leading investment attraction and promotion agency, Invest Alberta Corporation (IAC) is dedicated to driving economic growth and fostering a business-friendly environment. IAC attracts high-impact, high-value investments by building on Alberta's strengths and competitive advantages to create and win opportunities that make Alberta's economy the most dynamic in North America. IAC strives to create a client and employee experience that aligns with our values; accountable, solution-minded, collaborative, trustworthy, and inclusive. By joining IAC, employees become part of a community of passionate service-oriented people who embody Alberta's entrepreneurial spirit.

Position Overview

As a member of the Invest Alberta Corporation (IAC) team, reporting to the Senior Manager, the Global Partnerships Coordinator will play a critical role in the success of the Global Partnerships Network. This position is focused on supporting the development, and coordination of a network of over 200+ vetted and highly qualified global partners. These partners include industry leaders in sectors such as finance, law, real estate, consulting, and more, who contribute to advancing Alberta's investment landscape.

The Global Partnerships Coordinator will serve as a key link between Invest Alberta, global partners, and potential investors. The role will involve providing operational and administrative support, tracking referrals and leads, and facilitating communication and engagement with key stakeholders. This position requires a proactive approach to relationship management, excellent organizational skills, and the ability to coordinate various initiatives that align with Invest Alberta's goals of attracting investment in the province.

In addition, the Coordinator will be responsible for assisting in the planning and execution of key initiatives, events, and outreach activities, ensuring that partners and clients receive the highest level of support.

Primary duties include:

- Provide weekly referral updates to Global Partnerships leadership to ensure consistent tracking and progress.
- Assist with inbound partner or client Requests for Information (RFIs), ensuring timely and accurate responses.

- Help coordinate and execute outreach trips, including in-market visits, to maximize engagement with potential partners and investors.
- Prepare comprehensive briefing notes for outreach trips to support informed discussions and decision-making.
- Identify and share relevant news articles with the communications team for inclusion in the monthly newsletter.
- Assist in drafting partner and investor outreach content, ensuring alignment with strategic messaging.
- Support Invest Alberta's major events, including the Calgary Stampede and investor visits, by coordinating logistics and ensuring successful execution.
- Help develop onboarding materials and resources for the Global Partnership to enhance network value.
- Assist Global Partnership leadership by handling specific assignments, attending meetings, and responding directly to inquiries as needed.
- Perform other duties as assigned to support the overall objectives of Global Partnerships.

Qualifications

- Bachelor's degree in economics, communications, political science, business or other relevant fields.
- 2+ years of professional related work experience.
- An understanding of Alberta's economy and key sectors.
- Ability to contribute to the always happy to help ethos of the Global Partnership team.
- A deep commitment to fostering a positive work culture.
- Strong attention to detail and organizational skills.
- Excellent business writing and communication skills, capable of producing clear and impactful reports, proposals, and client communications.
- Strong interpersonal skills, proactive, and a demonstrated self-starter, able to take initiative and work independently in a fast-paced environment.
- Passionate about building relationships and fostering connections, playing a key role in developing and maintaining a strong, engaged network of partners and stakeholders
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word) with a focus on producing high-quality work efficiently; experience with CRM systems is a strong asset.
- Passionate about building a community and being the connector that makes it happen.

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 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 suitable candidate 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