

Position Profile

Investor Services Advisor (Client Hosting & Events)

Edmonton or Calgary, Alberta

The Opportunity

As a member of the Invest Alberta Corporation (IAC) team, reporting to the Manager of Investor Services, you'll collaborate with team members nationally and internationally to project manage the smooth coordination, logistics, and implementation of all domestic investor visits, events and sponsorships. As the Investor Services Advisor, you'll blend impactful programs to meet our international clients' (investors) visit objectives with showcasing the best lifestyle experiences and hospitality Alberta has to offer. Success in this role relies on your ability to prioritize effectively, anticipate the needs of investors, and collaborate seamlessly with colleagues, external partners and stakeholders. Your objective is to design high-quality experiences that facilitate high-value investor engagements and support the organization's investment attraction goals.

You value attention to detail, recognizing that even the smallest elements contribute to a lasting positive impression. This role provides you the opportunity to enhance your project and event management skillset, ensuring investor visits, events and sponsorship activities reflect the essence of Alberta.

Ideal candidates are adaptable, extremely organized and skilled at adjusting plans on short notice. You thrive under tight deadlines, manage diverse priorities, and excel in cross-collaboration across teams within the organization. With exceptional attention to detail and strong interpersonal communication skills - both written and verbal, you take pride in executing plans flawlessly, even in high-stakes situations.

Primary duties:

- **Team Collaboration:** Provide strategic guidance to the Investment Attraction team, leading and managing the creation of exceptional investor experiences and bespoke itineraries for investor visits and events that foster high-value engagement.
- **Project Management:** Act as the primary point of contact for investor visits, liaising with internal and external peers to identify investor priorities and ensure seamless execution.
- **Relationship Management:** Identify, build and maintain robust relationships with key vendors, partners, and stakeholders, serving as a trusted advisor and facilitator to enhance collaborative efforts and support investment attraction goals.
- **Domestic Events/Sponsorships:** Manage and lead domestic events (excluding AIF) and sponsorships, while supporting signature events such as the Alberta Investment Forum (AIF) at Calgary Stampede to advance the organizations mandate.

- **Program Development:** Design and implement innovative strategies and approaches for Alberta visits that emphasize quality of service and effectiveness to produce high quality materials and resources that resonate with diverse investor needs.
- **International Team Engagement:** Collaborate with international teams to ensure that investor programs reflect their foreign direct investment priorities and objectives.
- **Resource Innovation:** Drive the creation of innovative tools and frameworks to streamline program delivery, curating a comprehensive toolbox of lifestyle resources to enhance team effectiveness and investor experience.
- **Metrics:** Establish and utilize metrics and KPIs to make data-informed decisions that lead to strategic improvements of processes.
- **Gifting:** Manage a thoughtful gifting strategy that cultivates relationships and aligns with the cultural nuances of business gift-giving practices.
- **Leadership:** Provide mentorship to Investor Services student interns, nurturing a supportive and engaging learning environment.

Team Coordination duties will include:

- Act as a resource to the entire Invest Alberta team.
- Develop, maintain, and strengthen professional working relationships across the organization and its partner network.
- Work collaboratively with others, forging connections.
- Discrete handling of confidential information and data – always adhering to privacy and confidentiality.
- Actively supporting the team; working to prevent and solve problems which may arise from working relationships among individuals and/or teams.
- Stay current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Leverage technology to improve organization, communication and efficiency.
- Understand the Company's business model, how to create value and how change impacts all areas of the organization; being a positive change agent.
- Actively building and maintaining an inviting company culture.
- Other duties as required

Qualifications

- Minimum of 3+ years of experience in project or event management.
- Demonstrate excellent written and verbal communication skills.
- A strategic thinker with a results-driven mindset, recognizing the impact successful events and personalized programs have on organizational goals.
- Experience collaborating with diverse stakeholders and the ability to build and maintain strong and healthy relationships.
- Highly adaptable and flexible to portfolio needs.
- Strong time management with the desire to learn and pursue continuous improvement.
- The ability to manage multiple tasks simultaneously under stringent time constraints, while proactively anticipating future needs.
- Experience managing budgets and sound financial accountability.

- Strong work ethic, results oriented, and deadline driven.
- Proactive problem solver with a client service mindset.
- Brings positive energy, excellent interpersonal skills, and the ability to resolve conflicts effectively while fostering a collaborative environment.
- Familiarity with the economic development landscape in Alberta is considered an asset.
- Working knowledge of Microsoft Suite – particularly Microsoft Project, Salesforce, and/or other project management software.

About the Organization

The 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

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

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