

Position Profile

Global Partnerships Advisor

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 Chief Corporate Development Officer, the Global Partnerships Advisor will work with team members nationally and internationally to build, deliver, and maintain a comprehensive investment incentive portfolio at the federal, provincial and municipal level to attract investment into Alberta, acting as a concierge to investors and colleagues. They will also be a key resource in enhancing and maintaining an Alberta service provider network (recruitment, legal, tax, government relations, etc.).

This role is a key resource to support programming initiatives and will play a role as a connection point between IAC's international network and IAC's business development sector leads. Using superior knowledge of government programming and applications processes, they will provide concierge support to investors and connect them with the people they need to make decisions. This role may also work with investors directly or connect them into a local partner network.

This role will actively engage with various internal and external stakeholders including Government of Alberta departments and agencies and various regional development groups to continue to build a compelling story that supports our collective vision and mission. It will facilitate meaningful conversations with key stakeholders across a multi layered organization. As a company ambassador, this individual will need to always have the highest level of professionalism and discretion.

Duties include:

- Maintaining a comprehensive investment incentive portfolio, acting as a concierge to investors and colleagues on applicable incentives once the investor has decided to make Alberta home.
- Ensuring that a 5-business day standard is always met when evaluating applicable incentives.
- Enhancing and maintaining an Alberta service provider network (recruitment, legal, tax, government relations, etc.).
- Ensuring that a comprehensive Alberta service provider network is in place within 30 days of joining Invest Alberta and that external referrals are tracked within the CRM.

- Acting as a point of expertise for identifying and connecting investors with all levels of government investment attraction funding.
- Providing high-level support to special projects and initiatives in collaboration with the senior leadership team.
- Support senior leadership by taking on specific assignments, attending meetings, and responding directly to inquiries, as directed.
- Acting as a resource to the entire Invest Alberta team.
- Developing, maintaining, and strengthening professional working relationships across the organization and its partner network.
- Working collaboratively with others, forging connections.
- Discreetly handling 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.
- 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 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

- Bachelor’s degree in economics, communications, political science, business or other relevant fields.
- 5+ 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