

## Position Profile

### Investment Attraction Advisor

Boston, Massachusetts

#### The Opportunity

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This is a rare opportunity to join Invest Alberta and represent Alberta's investment interests in the Eastern U.S. region in a senior-level, entrepreneurial-like role. This includes planning, shaping, and implementing business development strategies to attract investments from predominantly Eastern U.S. based companies. The primary objective of the role is to facilitate and increase foreign direct investment into Alberta. It is suited for an innovative, committed, and passionate professional, looking to thrive and build their career in a unique and dynamic environment.

This position will be filled by a Boston-based individual in a contractor capacity. You must have the necessary licenses to operate on a contract basis within your home country. The successful candidate will take a prominent role in planning, developing, and delivering initiatives to fulfil the commercial objectives of Invest Alberta in the Eastern U.S. area. This includes the development of strategic, operational, and annual business plans, goals, and objectives while considering market intelligence, risk, and opportunities.

#### Area of Selection:

- This position is only open to candidates who are U.S. residents with the right to work.
- Invest Alberta will not sponsor relocation directly or indirectly.

#### Requirements

##### 1. Education

- A Bachelor's or equivalent degree from an accredited recognized university in a field related to the position, such as business, marketing, or finance.

##### 2. Experience

- Minimum of 8 years' relevant work experience, including a minimum of 5 years working in foreign direct investment attraction and/or international business development, particularly in the U.S. and/or Canada.
- Experience in working for a government agency in an investment or trade related role is an asset.
- Experience managing events and/or working on high level visits.
- Extensive client service experience.

##### 3. Knowledge

- Understanding of U.S. regions and its economies with a particular focus on Invest Alberta's priority sectors: energy and renewables, hydrogen and cleantech,

petrochemicals, agriculture, aerospace, life sciences, digital technologies, and financial services.

- Managing budgets and finances.
- Knowledge of key economic sectors of the province of Alberta is a bonus.

#### 4. Language

- Fluency in English (oral, written, comprehension) is essential.

#### 5. Competencies

- **Business Development** - 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.
- **Analysis** - developing an in-depth understanding of prospects, gathering, and sharing market intelligence with the team.
- **Initiative** - locating, evaluating, and qualifying potential investors and leads to ensure a substantive investment opportunities list, converting leads to opportunities and closing deals.
- **Effective communication** - 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.
- **Client focus** - providing consistent, high quality and responsive service to investors, supporting them in making investment decisions and achieving success.
- **Interpersonal skills** - developing, maintaining, and strengthening connections and professional working relationships across the organization and its larger network, supporting an effective corporate culture.
- **Resilience** - able to work under pressure, prioritize multiple demands and work effectively to meet tight deadlines.
- **Attention to detail** - maintain up-to-date records for all files and interactions in IAC's Client Relationship Management software (Salesforce).

#### 6. Abilities

- Able to create proposals and pitches for investors by working collaboratively with internal & external stakeholders in recommending strategies and tools for investment attraction.
- Able to lead presentations internally and to clients.
- Able to stay current by continuously updating job and industry knowledge – exhibiting a keen desire to self-develop and improve.
- Able to use social media tools for commercial promotion and to generate new business opportunities.

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## 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)