

## **Position Profile**

### **Investment Attraction Advisor**

Calgary or Edmonton, Alberta

## **The Opportunity**

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### **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**

We are seeking an exceptional Investment Attraction Advisor who thrives in a fast-paced, high-impact environment. This role is designed for a savvy relationship builder who can collaborate with a wide range of people from various backgrounds and cultures. You are a professional with a proven track record of delivering outstanding results. The ideal candidate will be creative and adaptable, working collaboratively with the business development team in response to investor leads and inquiries.

Reporting to the Chief of Staff and often working directly with the CEO, you will partner with team members nationally and internationally to bring IAC's vision to life through compelling and strategic programs, and tactics. This role serves as a trusted business partner who advances business goals through effective and measurable business development outcomes.

### **Responsibilities**

#### **Executive level support**

- Support the executive leadership team in the delivery of strategic business initiatives and business development deal flow.
  - Serve as a liaison between the CEO and staff to optimize time and deliverables.
  - Ensure the team is informed with the latest research, policy developments, and collateral material.
  - Support the relationship between Invest Alberta, the Government, and other key stakeholders.
  - Create proposals and pitches for investors by working with marketing, investor services, and other departments.
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- Organizing and participating in investor, government, and stakeholder meetings to support deal flow.

### **Team collaboration**

- Work with the senior leadership team to keep them apprised of deal flow developments and activities associated.
- Work with business development sector expertise to support consistent messaging and approach.
- Drive engaging discussions with the global partnerships team, marketing, communications, and investor services to ensure well planned and clear objectives are met, whether in short-term project deliverables or putting the steps in place to meet longer-term objectives.

### **Competencies**

**Accountable:** Takes responsibility for the success and challenges of initiatives. Holds themselves and their team members accountable for delivering high-quality work on time. Learns from mistakes and seeks continuous improvement. Demonstrates a high level of accuracy and attention to detail in all aspects of communication. Acts without needing to be prompted, showing a strong drive to achieve and excel.

**Solution-Minded:** Uses creativity and ingenuity to meet the needs of internal and external stakeholders. Adjusts strategies and approaches in response to changing circumstances, priorities, or feedback. Demonstrates resilience and maintains effectiveness when faced with ambiguity or unexpected challenges. Adapts approach to suit different audiences and platforms.

**Collaborative:** Champions a business partner approach when working with internal and external stakeholders. Ensures to seek to understand different perspectives and tailors' approach and messages to address concerns and interests. Builds and maintains strong relationships by delivering value and openly communicating with team members across the organization.

**Trustworthy:** Approaches relationships with honesty, reliability, and clarity. Achieves high-performance through high-quality relationships and high-quality work. Empowers, supports, and encourages team members to contribute their personal best. Acts with transparency, ensuring clients and stakeholders are clear on IAC's processes, abilities, and expectations. Handles confidential information and data carefully with adherence to privacy.

**Inclusive:** Engages, welcomes, and values a diverse range of people, perspectives, and communities. Strives to understand different viewpoints and interests. Proactively seeks out new ideas, trends, and tools to enhance business development efforts.

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## Qualifications

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- Bachelor's degree in Business, Marketing, Political Science, Government Relations, or a related field(s).
- 2-5 years of progressive experience in sales management, business development or similar area, with a demonstrated ability to meet business outcomes.
- A high degree of diplomacy, initiative, creativity, and innovation, with a relentless drive for excellence.
- Strong business acumen, with a particular knack for thinking ahead and executing on plans to progress goals.
- Stays attuned to and applies leading practices, trends, and technology to advance the team.
- Strong interpersonal and relationship-building skills.
- Highly organized and results-oriented, with the ability to manage multiple projects and priorities simultaneously.
- A growth mindset, welcoming of new ideas, processes, and approaches.
- Experience working in the public sector, economic development, or investment attraction is a strong asset.

## How to Apply

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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](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)