

## Position Profile

### Managing Director, Asia

Eastern Asia or India

#### 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 IAC leadership team, reporting to the Chief Operating Officer, you'll collaborate with team members within the Asia region and beyond to foster business success for the province.** You will ensure that IAC's regional presence operates soundly and effectively coordinates and facilitates across all service delivery models on its human, physical and financial resources. This role will develop strong business networks in the Asian market while managing a team that builds awareness, the sales funnel and provides exceptional client management. This is an important role as you will serve as a representative in advancing and upholding the reputation of the Corporation with key decision makers and policy influencers, acting in accordance with the IAC's values and vision.

**The ideal candidate has experience in foreign direct investment and the Asian business and investment landscape as well as working knowledge of the Alberta value proposition.** You will manage a team investment attraction advisors to attract businesses and investment to Alberta by developing highly creative outreach strategies that are aligned with the mandate and business plan of IAC.

#### Responsibilities

- Advancing IAC's investment objectives and leading the regional-based investment team towards securing investment into Alberta.
  - Coordinate gathering, preparing, and sharing key updates on Alberta's changing political, economic, technological, and socio-cultural trends with Asia.
  - Providing leadership, strategic direction, and coordination in the regional market to IAC's efforts to increase awareness of Alberta as an important investment destination and promote opportunities in priority sectors within the region.
  - Working closely with all IAC team members, partners and stakeholders to create and execute a cohesive investment attraction strategy.
  - Promoting investment to Alberta by:
-

- 
- identifying and building relationships with business entities and investors within the region to promote IAC's mandate;
  - providing intelligence, advice and introductions to Albertan companies or organizations looking for investment partners.
  - Proactively leading a team of experts in connecting and building strong relationships with potential investors in the regional market.
  - Display business acumen by using limited information to make strategic decisions that align with organizational goals and stakeholder expectations.
  - Manage issues with a solution-oriented mindset, helping drive high-value, high-impact investment decisions.
  - Creation and management of departmental budgets.

### **Team Coordination duties will include:**

- Act as a resource to the entire Invest Alberta team.
- Lead, guide, direct and evaluate the work of the regional Investment Services team.
- Provide ongoing coaching, mentorship and training to provide support to direct reports in their development.
- Working collaboratively with all internal staff, and with local representatives in the market.
- Providing the tools needed for staff to successfully perform in their roles.
- Providing support to team members in reaching team and individual objectives provided within the Business Plan.
- Actively building and maintaining an inviting company culture.
- Maintaining a strategic view of organizational mandates while ensuring team accountabilities are met.
- Supporting initiatives and objectives of IAC by working closely and collaboratively with Invest Alberta on:
  - gathering and disseminating information and regional market intelligence on agreed upon priority sectors;
  - building knowledge of trends and opportunities in the local economy, and
  - establishing local contacts and providing introductions to appropriate stakeholders.
- Developing and maintaining collaborative and consultative relationships and networks with senior representatives of Invest Alberta, other Alberta ministries, foreign governments, the private sector and stakeholder organizations with interests in Invest Alberta's mandate.
- Providing support to 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.
- Acting as a brand ambassador and ensure brand reputation is upheld internally and externally.
- Other duties as required.

### **Competencies**

**Accountable:** Takes responsibility for the success and challenges of the team's initiatives. Holds themselves and their team members accountable for delivering high-quality work on time. Learns from mistakes and seeks continuous improvement. Acts as a brand ambassador and ensuring

---

---

brand reputation is upheld internally and externally. Acts without needing to be prompted, showing a strong drive to 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. Works to prevent and solve problems which may arise from working relationships among individuals and/or teams.

**Collaborative:** Champions a business partner approach when working with internal and external stakeholders. Seeks to understand different perspectives and tailors' approach and messages to address concerns and interests. Builds and maintains strong relationships by delivering value and responsiveness. Capacity to influence without direct authority.

**Trustworthy:** Approaches relationships with honesty, openness, 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 stakeholders are clear on IAC's processes, abilities, and expectations. Handles confidential information and data carefully with adherence to privacy. Demonstrated use of tact and diplomacy, consistently using sound judgement to determine when to appropriately escalate matters.

**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 team efforts.

## Qualifications

---

- Bachelor's degree in related fields of study
- Ideally, a minimum of 15 years in client relationship management, professional services, business development, team leadership
- Proficiency in an Asian language and/or time spent working in Asia
- Strong leadership capabilities
- Excellent relationship management skills while keeping organizational objectives top of mind
- Superior written and verbal communication skills
- Demonstrated creativity and critical thinking abilities
- Strong negotiation skills
- Ability to work with technological applications relating to daily tasks
- Strong detail-orientation and top-level self organization
- Ability to perform multiple tasks simultaneously
- Comfortable in managing uncertainty, and working in and defining problems in an ambiguous environment
- Willingness to work at odd times to support the international nature of the work
- Possess reliable problem-solving ability

## 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 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)

---