

Position Profile

Principal Advisor, Asia

Alberta/Asia

The Opportunity

About

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.

Position Overview

Invest Alberta is seeking a Principal Advisor, Asia to support Alberta's international investment attraction efforts with a focus on global markets and strategic partnerships. This contractor role is suited for a highly connected, globally minded business development professional with deep experience in foreign direct investment, international trade organizations, and large-scale partnership development.

Working closely with IAC's CEO, Managing Directors, and global business development teams, this role will identify, cultivate, and advance high-value investment opportunities that align with Alberta's long-term economic priorities. The Advisor will play a critical role in building Alberta's global brand, strengthening international relationships, and facilitating major investment projects.

This position requires regular international travel, including a minimum of three trips to India per year, and active participation in global conferences, investment summits, and strategic events.

Responsibilities

- Work with IAC's CEO and Managing Directors to identify companies and opportunities for inclusion in Alberta's strategic investment pipeline, participating in a minimum of two team meetings per month.

- Provide strategic direction to IAC's business development team to convert leads into qualified opportunities and secure investment commitments.
- Advise IAC on international trade organizations, investment agencies, and global partners to attract foreign direct investment (FDI) and joint ventures.
- Represent Invest Alberta at global events, conferences, and investment summits to promote Alberta as a destination for high-tech investment, including a minimum of three annual trips to India.
- Facilitate partnerships that enable large-scale innovation projects, with emphasis on infrastructure, talent development, and sustainability.
- Support IAC's business development events and participate in two to four speaking engagements per year.
- Work closely with IAC's global investment attraction team to advance strategic opportunities across priority markets.
- Identify, develop, and qualify investment opportunities aligned with Alberta's priority sectors.
- Build and maintain relationships with investors, industry leaders, government representatives, and strategic partners.
- Prepare investment proposals, presentations, and pitches in collaboration with internal and external stakeholders.
- Provide market intelligence, sector insights, and competitive analysis.
- Support high-level visits, investor meetings, and hosted events.
- Maintain accurate records and reporting within Salesforce CRM.
- Manage activities and budgets in alignment with organizational priorities.
- Leverage digital platforms and social media tools to support commercial promotion.

Key Performance Indicators

The contractor will be evaluated on the following measurable outcomes:

- Participation in a minimum of four leads/opportunities meetings per quarter scheduled by IAC.
- Jointly with IAC, secure one investment per year and support the announcement process.
- 500 job opportunities created in Year 2 through supported investment projects.
- 1000 job opportunities created in Year 3 through supported investment projects.

Qualifications

- Bachelor's degree in business, marketing, finance, economics, or a related field
- Minimum 15 years of relevant experience, including at least 5 years in:
 - foreign direct investment attraction,
 - international business development,
 - economic development, or
 - strategic business development
- Experience working with Asia and Canadian markets is required
- Strong understanding of the Asian economy
- Experience working with government agencies or public sector organizations is considered an asset

- Experience planning events and supporting executive-level engagements is an asset
- Strong business development and relationship management skills
- Excellent communication and presentation abilities
- Strong analytical and strategic thinking skills
- Proven ability to work independently and manage multiple priorities
- Client-focused with strong stakeholder management capabilities
- High level of professionalism and discretion when handling confidential information
- Strong organizational skills and attention to detail
- Proficiency with CRM systems such as Salesforce and standard business technologies
- Demonstrated commitment to continuous learning and staying current on industry trends and market developments

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 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