

Position Profile

Manager, Stakeholder Engagement

Calgary or Edmonton, Alberta

The Opportunity

As a member of the IAC team, reporting to the Vice President, Corporate Affairs, the Manager, Stakeholder Engagement will work with team members nationally and internationally to find ideal solutions and strategies to seamlessly coordinate multi-stakeholder initiatives. You will be a natural problem-solver with a knack for analyzing and dealing in complex issues with diplomacy and tact. You are able to work under tight timelines and in situations where the answer isn't always obvious. You are driven by the ability to find a path forward despite any obstacles.

You will actively engage with various internal and external stakeholders including Governments at all levels, agencies and various regional development groups to continue to build a compelling story that supports our collective vision and mission. You need to be excited about facilitating meaningful conversations with key stakeholders across a multi layered organization. As a company ambassador, you will need to always have the highest level of professionalism and discretion.

Primary duties will include:

- Building and maintaining relationships with all levels of government, business, and non-profit organizations relevant to IAC's mandate.
- Supporting the business development team and investors by making connections to business, post-secondary, government and other organizations.
- Developing partnerships with key stakeholders that support investment attraction initiatives and concierge services.
- Managing 'final mile' initiatives, including coordinating with municipalities and local stakeholders on the final stages of an investment opportunity.
- Managing activities in support of the stakeholder engagement process such as stakeholder mapping, stakeholder outreach planning, and coordinating stakeholder meetings.
- Being a central liaison for government and key sector and Alberta stakeholders.
- Assessing emerging issues, engaging with affected internal and external stakeholders, developing, recommending, and executing proactive strategies to support positive outcomes.
- Flexibly support all aspects of the Corporate Affairs work as needed (i.e. investor hosting, communications, market intelligence).
- Exemplify continuous improvement and relentlessly create high quality deliverables.
- Supporting Invest Alberta team members and operations as required.

Team Coordination duties will include:

- 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 - adhering to privacy and confidentiality at all times.
- 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.

Qualifications

Essential qualifications include:

- Relevant undergraduate degree or other relevant degree.
- 5 years of stakeholder engagement experience.
- Must be organized, detail oriented and able perform in an intense environment with the ability to understand complex problems and adhere to critical time constraints.
- Excellent oral and written communication skills in English.
- Project management experience and superb organizational skills.
- Working knowledge of Alberta's economy and investment landscape.
- Industry experience in sectors relevant to the IAC's priorities.
- Knowledge of international business, social protocol, and cultural etiquette.
- Experience working in a Crown corporation or government agency environment.

About the Organization

Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. With 11 international offices located in key markets around the world, 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.

The Government of Alberta established Invest Alberta as a Crown corporation to promote Alberta as an investment destination, generate leads and cultivate investor and partner relationships, and provide support services to high-impact and high-value investors.

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 identity, religious or ethnic backgrounds or physical abilities.

How to Apply

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

Closing Date: Tuesday, January 9, 2022

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
