

Position Profile

Officer, Investment Programming

Calgary or Edmonton, Alberta

The Opportunity

As a member of the IAC team, reporting to the Senior Manager, International Markets & Investment Programming, the Officer, Investment Programming will work with team members nationally and internationally to build, deliver and maintain a comprehensive portfolio of tools and resources to allow the team to attract investment in Alberta. You are seen as a key resource to support programming initiatives and will play a role as a connection point between IAC's international offices and IAC's business development sector leads. Using your superior knowledge of Government programming and applications process, you will provide concierge support to investors and connect them with the people they need to be able to make decisions. You may also work with investors directly or connect them into a local partner network.

You will actively engage with various internal and external stakeholders including Government of Alberta departments and 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.

The ideal candidate is organized, can handle many diverse requests and associated details at once, and is unfazed by the need to meet changing and tight deadlines. You can juggle working with multiple teams with many different needs and demands. You possess exceptional attention to detail, exceptional interpersonal communication skills - both written and oral, and seek to develop strong, collaborative relationships with investors and Alberta stakeholders.

Primary duties will include:

1. Maintain the internal office network toolbox including, but not limited to, the Alberta Investment Incentive Directory, and the Alberta Opportunity Book.
 2. Manage the intake of the Investment and Growth Fund (IGF) in partnership with Jobs, Economy and Innovation (JEI) ministry in the Government of Alberta to ensure applicants are vetted to meet eligibility criteria.
 3. Identify and bring forward high impact investments for the Investment and Growth Fund (IGF).
 4. Develop and maintain ongoing relationships with Investment and Growth Fund (IGF) grant recipients.
 5. Support special projects and initiatives.
 6. Act as a point of expertise for identifying and connecting investors with all levels of government investment attraction funding.
 7. Support Alberta's international office network in responding to investor leads and inquiries.
-

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.
- Discretely 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

- A bachelor's degree in a related field.
- A minimum of 5 years of experience in business development, policy development and/or programming.
- Creativity and strong facilitation skills.
- Ability to decipher details and communicate them in easy to understand terms, clearly outlining future steps.
- A high degree of self-motivation, constantly developing connections and keeping up with changes to programming with a sense of urgency and clarity.
- A positive energy and positive attitude.
- A strong vision and desire for personal growth.

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
