

Position Profile

Manager, Stakeholder Engagement

Calgary or Edmonton, Alberta

The Opportunity

Do you have a passion for the development and management of relationships with key external stakeholders? Are you a problem-solver with a knack for analyzing issues and finding ideal solutions? Have your past roles honed your skills in utilizing cutting edge tools and strategies to coordinate multi-stakeholder initiatives? Have you worked collaboratively with business development team members? Can you work under tight timelines to get the job done?

As a valuable member of the team, you will report to the VP Corporate Affairs; with your key duties including:

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)
- Exemplifying continuous improvement and relentlessly create high quality deliverables.
- Supporting Invest Alberta team members and operations as required.

Qualifications

Essential qualifications include:

- Relevant undergraduate degree or other relevant degree.
 - 3-5 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.
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Asset qualifications include:

- Relevant master's degree.
- 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, especially in investment attraction.

About the Agency

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 **in the strictest of confidence**, by email, and include a cover letter and resume, and your salary expectations to:

Lynette Tremblay

VP Corporate Affairs

Email: hr@investalberta.ca

Closing Date: Wednesday, December 1, 2021

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
