



Position Title: Executive Vice President, Invest Vancouver

Position Status: Full-Time Regular

Department: Invest Vancouver

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Management / Leadership, Level M4A (\$161,794.85 - \$190,355.78 annually)

Invest Vancouver is seeking an Executive Vice President who will play a key role leading the Metro Vancouver region's economic development service.

You are a creative and collaborative leader with a passion for relationship building, partnerships, results and systems thinking.

The Executive Vice President reports to the President of Invest Vancouver.

This role:

- Working closely with the President, the Executive Vice President is responsible for the leading Invest Vancouver across three functional areas. Liaises with internal and external stakeholders on economic development priorities and initiatives of regional significance and plays a key role in supporting the work of the Invest Vancouver Management Board.
- Directs the advancement of the value proposition for the region with oversight of all aspects of strategic investment attraction. Ensures data, research and policy work undertaken by Invest Vancouver is advanced and aligned with the work of strategic partners. Fosters collaboration with key regional stakeholders, including senior representatives from the federal and provincial government, Invest in Canada, and economic development counterparts across Canada. Working with the Strategic Investment team, represents Invest Vancouver as a senior representative for large and high profile investment opportunities.
- Performs a key role in the provision of senior level advice and guidance to the organization and acts as an expert resource on a range of regional economic developmental issues and strategic initiatives. Accountable for annual and long range budget preparation, reporting and resource allocations. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds; ensures plans and activities align with strategic objectives and established work plans. Contributes to long range departmental and strategic planning.
- Represents Invest Vancouver as the Committee Manager for the Invest Vancouver Advisory Committee (IVAC); ensures results and completion as outlined by the committee in the work plan. Working closely with the Chair and Vice Chairs of IVAC, leads activities with member jurisdictions and directs work to advance the value proposition for the region. Maintains strong working relationships with economic development leads from member jurisdictions.
- Represents Invest Vancouver at a regional and global level including large and complex meetings with boards of trade and chambers of commerce, industry associations as well as international events and meeting with large multinational investors, trade commissioners, and trade and investment representatives. Represents Invest Vancouver at economic development committee and council meetings in member jurisdictions. Coordinates and directs staff attendance at key events in and outside the region.



- Ensures the strategic plan is implemented and integrated across the functional areas, and takes a lead on government relations, stakeholder relations and advocacy. Develops and monitors key metrics for all functional areas. Establishes comparisons with peer regions and defines benchmarks to measure progress and deliver results.
- Remains current on key and future business trends, issues and opportunities; communicates information to colleagues and international networks through a variety of channels.
- Hires, supervises, directs and develops staff monitoring and managing performance in accordance with goals and objectives. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce and encourages staff to pursue opportunities that complement their skills and experience. Works collaboratively to resolve complex technical and interpersonal issues staff encounter while doing their work.
- Identifies emerging trends impacting the organization's ability to meet its targets and business goals; directs staff in the development of strategies and policies in response, as well as setting KPI targets.
- Recognized as an authority in economic development and investment attraction and provides strategic advice and guidance as needed. May provide advice, recommendations and follow-up to the Metro Vancouver Board and Committees as required.
- Performs other related duties as required.

To be successful, you have:

- 10 years of recent experience directly related to economic development including investment and/or international business attraction supplemented by a university degree in a relevant discipline such as business administration, commerce, economics, economic development, or international relations; or an equivalent combination of training and experience.
- Designation or interest in pursuing designation as a Certified Economic Developer (CEd) is an asset.
- Expert knowledge and understanding of the policy and infrastructure levers that support economic growth. Demonstrated ability anticipate future events and identify opportunities to ensure an efficient use of resources. Strong understanding of the dynamics of economic development, trade and investment promotion.
- Demonstrated ability to collaborate and effectively lead strategic initiatives, clearly communicate expectations and priorities, follow through on deliverables and provide input and direction to ensure the accurate and timely achievement and communication of results.
- Strong marketing, promotion and public relations knowledge and experience.
- Superior oral and written communication skills including the ability to write reports, make recommendations, evaluate alternatives, and effectively convey complex concepts and strategies to diverse audiences; polished presentation and public speaking skills. Confidently responds to questions and challenges from a variety of sources and skilled in presenting information to facilitate problem resolution and understanding.
- Excellent budgeting and financial management skills. Demonstrated ability to effectively manage financial resources and effectively monitor and control spending ensuring the effective and efficient expenditure of allocated funds.
- Proven ability to work cooperatively with others and to build and maintain effective working relationships within and outside the organization. Excellent conflict resolution and negotiation skills; ability to resolve differences while maintaining strong relationships. Upholds the organization's reputation through positive and forthright dealings with internal and external stakeholders.
- Demonstrated ability to make innovative and strategic decisions; exercise a high degree of independent judgment; ability to revise strategies to address problems, engage diverse audiences, and promote new initiatives

considering the diverse and long term implications of decisions and actions. Strong organizational and time management skills.

- Demonstrated management, mentoring and supervisory skills. Ability to direct, supervise, evaluate, coach and mentor staff. Provides motivating feedback and when necessary, constructive and frank feedback on performance.
- Proficiency using Microsoft office programs, including Word, Excel, PowerPoint and Outlook.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by August 16, 2024.