



Position Title: Sector Development Advisor (2 Positions)

Position Status: Full-Time Regular

Department: Invest Vancouver

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P2 (\$96,861.28 - \$113,884.36 annually)

Invest Vancouver is seeking two Sector Development Advisors. Targeting key sectors, the Sector Development Advisors are responsible for attracting foreign direct investment into the region, as well as supporting companies to remain and expand in the Metro Vancouver region.

You are: A proactive, curious, and strategic-thinking team player who takes pride in executing plans and delivering tangible results. You are available for occasional business travel. You are also a service-oriented individual with strong communication and presentation skills and a superior ability to solve problems and influence others.

The Sector Development Advisor reports to the Executive Vice President, Invest Vancouver.

This role:

- Provides investment attraction and promotion service as part of the Strategic Investment team at Invest Vancouver. Engages directly with prospective and existing business investors while fostering and maintaining strategic partnerships. Provides consultation and guidance throughout all stages of an investment deal life cycle.
- Possesses deep knowledge of the regional economy and offers foreign and non-BC business investors local expertise about key sectors, unique regional assets, and topics related to investment attraction. Advises clients on key considerations, providing tailored insights into government programs and policy, regulatory matters, industrial ecosystem insights, site selection requirements, and more.
- Identifies and qualifies potential investors through networking, industry events, and digital outreach, ensuring alignment with the region's strategic and values-aligned economic priorities. Manages an active pipeline of investor leads, tracking engagement, interest, and progression through the investment lifecycle.
- Leverages strong relationship-building skills to position the Metro Vancouver region as a preferred investment destination, engaging relevant resources when needed. Provides ongoing support to clients post-investment, delivering business retention and expansion services to sustain and grow existing investor accounts.
- Cultivates relationships and partnerships with federal, provincial and local governments, industry associations, and other organizations related to investment attraction. Collaborates across organizations to align objectives and programs, driving efforts to secure foreign direct investment and bolster the regional economy.
- Formulates strategic meeting objectives, develops curated business programs for clients visiting the Metro Vancouver region. Identifies and delivers suitable programs and events for presentations, seminars, and other outreach strategies to market and promote the Metro Vancouver advantage to targeted international business audiences.
- Coordinates with Invest Vancouver's Data, Research & Policy and Collaboration teams to develop tailored research, presentations, and promotional materials showcasing the region's competitive advantages and value propositions.



- Handles highly confidential client information with tact and discretion and manages client information and engagement within designated Client Relationship Management (CRM) system.
- Collaborates with partners engaged in workforce development and immigration to inform and advise clients on matters related to skills development, economic immigration and skilled labour mobility.
- Represents Invest Vancouver at local and international meetings and events.
- Performs other related duties as required.

To be successful, you have:

- 5 years of recent, related experience supplemented by a university degree in business administration, economics, public administration, international relations or other relevant discipline; or an equivalent combination of training and experience.
- Sound knowledge and understanding of relevant investment attraction protocols, processes and best practices.
- Strong knowledge of the region's economy, its key industries and relevant partners and organizations.
- Professional business development and/or sales experience, preferably in an international context.
- Strong and effective networking skills, committed to building long-term relationships.
- Demonstrated decision making ability with regards to the allocation of resources. Ability to apply sound cost-benefit analysis on budget recommendations and program delivery to ensure limited resources are deployed in the most cost effective manner to maximize return on investment and achieve organizational goals.
- Ability to develop and lead partnerships and networks with private and public agencies and member jurisdictions to enhance the delivery of critical services to investment prospects, including jointly implementing investment attraction initiatives, negotiating solutions and influencing investor decisions.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations; ability to analyze complex issues and provide strategic input.
- Excellent oral and written communication skills, including effective presentation skills. Superior business writing skills including the ability to draft non-routine correspondence.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts; applies team effectiveness skills and contributes to the achievement of team goals.
- Ability to work independently and demonstrates a high level of initiative.
- Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.

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 November 27, 2024.