

**JOB TITLE: BUSINESS DEVELOPMENT ASSOCIATE**  
**CLOSING DATE: APRIL 25, 2023**

Calgary Economic Development (CED) is an opportunity-maker, helping to spark and fuel Calgary's growth. Our job is to connect people with resources that can help them grow their careers or businesses, thrive in new locations or markets, and feel at home in our community. We offer a wealth of information to help everyone succeed and we tirelessly promote Calgary, in Canada and around the world. We are exhilarated about our role in shaping and sharing Calgary's story and we're proud to be part of the energy.

**Job Summary**

As part of Calgary Economic Development's Business Development team, this position will support the Business Development Managers in their responsibilities for business retention, expansion, and investment attraction to Calgary.

The Business Development Associate will proactively engage with local and international companies (within the sectors of: Energy and Environment/ Agribusiness/Aerospace and Logistics/ Life Sciences/Enterprise Technology) to promote Calgary as a preferred destination for investment and expansion of their businesses.

**Key Responsibilities:**

- Support CED's efforts, in collaboration with industry and the region, to promote Calgary to companies locally and around the world. Identifies and facilitates expansion, attraction and relocation of businesses within the industry.
- Works closely with the Business Development Managers (BDM's) to prepare and assemble customized investor attraction packages and business cases and coordinates targeted responses to customer requests.
- Assists in the development, recruitment and execution of incoming and outgoing investment missions.
- Assists in overseeing some activities with external vendors, such as lead generators, researchers and others.
- Works closely with CED's Client Excellence team in support of fulfilling client requests for real estate and workforce development support.
- Support market development programs to profile Calgary's unique value proposition to key global markets.
- Compiles business intelligence and other available data for enhanced investment into Calgary
- Partners with educational institutions / training institutions to provide information and work to develop needed skills for prospective employment expansion areas
- Uses CRM to track all client opportunities and touchpoints in support of the BDM Sector Lead.

### **Let's Talk About You**

You are effective at working independently and as a member of a team with an ability to collaborate and build consensus across the business

You have proven project management skills with the ability to multi-task several projects at once. You are able and available to travel globally.

You are passionate about our city and are excited at the prospect of working on projects that build on the energy of our community. You are collaborative, detailed-oriented, deliver high-quality work and thrive in a fast-paced environment.

### **Education:**

Undergraduate degree in Marketing, Communications, Economic, Political Science, or Commerce or related diploma/experience in investment promotion

### **Experience:**

2 - 4 years of experience in business development or in a directly related area.

A good understanding of economic development or membership in industry associations is an added advantage

### **Key Competencies:**

- Interpersonal skills / strong verbal communications skills and ability to negotiate
- Experience with CMS and CRM platforms
- Strength in network building with key business contacts and staying current with industry trends in Calgary and region, as well as internationally.
- Takes a supporting role in the industry by identifying key issues that impede growth and providing solutions to overcome impediments.
- Demonstrated understanding of, and effectiveness in, sales and marketing from lead generation through to complex deal strategy.
- Demonstrated knowledge of the local and international market / ecosystem and ability to build relationships with key international stakeholders (government/agency/associations).
- Exceptional business relationship management skills with a demonstrated commitment to customer service.
- Experience working with politically sensitive and confidential information
- Understanding of international trade

**What's In It For You?**

CED offers more than a competitive base salary to our employees. We have a comprehensive benefit plan that includes 100% employer paid benefit premiums, RRSP's, a health care spending account, and a generous vacation and flex time policy. We are committed to our employee's mental health and offer resilience training with Headversity, free counselling with an EAP program, in addition to paramedical coverage through our medical benefits plan.

CED encourages and supports life-long learning and professional development. Employees are encouraged to access up to \$2500 per year of funded professional development training opportunities. If you are looking for purpose driven work and are interested in joining us on our mission to diversify Calgary's economy, we invite you to apply.

**EDI Commitment Statement:**

Calgary Economic Development celebrates diversity and is committed to advancing Equity, Diversity and Inclusion (EDI). Through EDI, we create a path to success for all our employees, where they have equal opportunity for advancement, have the voice to contribute to our collective growth and development and work in an inclusive environment.

We strongly believe in accessibility in the work we do and welcome requests to make the hiring process as accessible as possible. Accommodation is available for candidates on request during all aspects of the selection process. Please advise at any point and we will do our best to work with you to meet your needs.

Calgary Economic Development adheres to the Alberta Human Rights Code. We encourage applications from Indigenous peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. Please be aware that Calgary Economic Development is committed to having a safe work environment.

**To Apply:**

Interested candidates should submit their cover letter and resume in confidence to: [calgaryeconomic.bamboohr.com/careers](https://calgaryeconomic.bamboohr.com/careers).

*We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.*