

The logo for Invest NW Alberta features the words "INVEST", "NW", and "ALBERTA" stacked vertically in a bold, sans-serif font. "INVEST" and "NW" are in blue, while "ALBERTA" is in black. To the left of the text is a vertical bar that is blue on top and black on the bottom. To the right of the text is a large square, also with a blue top half and a black bottom half.

**INVEST
NW
ALBERTA**

investNWAlberta.ca

OPPORTUNITY PROFILE

Executive Director



About Invest NW Alberta

Northwest Alberta presents an exceptional opportunity in a region where industry and community prosper together. The City of Grande Prairie, the County of Grande Prairie, and the Municipal District of Greenview have formed a strong regional partnership to advance an area rich in natural resources and economic potential. Home to more than 300,000 residents, the region offers outstanding amenities and a diverse economy supported by agriculture, forestry, and oil and gas. Strategic transportation infrastructure, including major highways, rail service, and daily cargo flights, further strengthens regional connectivity and business efficiency.

The Opportunity

Reporting to the Chair of the Regional Competitiveness Committee, the Executive Director, Invest NW Alberta, will work closely with elected officials, Chief Administrative Officers, and municipal economic development teams from the City of Grande Prairie, the County of Grande Prairie, and the Municipal District of Greenview. This is a rare inaugural leadership opportunity with a newly formed regional entity, offering the successful candidate the chance to help define its mandate, shape its strategic direction, establish its credibility, and build its presence and impact from the ground up. As the organization's senior leader, the Executive Director will champion regional competitiveness, advance shared priorities, and position Northwest Alberta with a strong, coordinated voice to influence investment, policy, and long-term economic opportunity.

While the position offers the flexibility to be based anywhere, the successful candidate will be expected to spend approximately three to four days per month in Grande Prairie. Given the regional nature of the role, significant travel throughout Northwest Alberta is an essential requirement.



Key Roles & Responsibilities

Government Relations and External Engagement

- Lead senior-level engagement with the provincial government, regulatory bodies, and external agencies on matters affecting regional competitiveness and strategic priorities.
- Serve as a principal representative for the region in discussions, advocacy efforts, and collaborative initiatives with external partners and decision-makers.
- Monitor policy, regulatory, and economic developments with potential regional impact and provide strategic advice to support informed decision-making and proactive positioning.
- Identify policy and regulatory roadblocks affecting Northwest Alberta. Help interpret provincial and federal frameworks for regional partners and recommend strategies to influence systemic barriers that disadvantage the region and constrain long-term competitiveness.

Strategic Leadership and Regional Competitiveness

- Provide strategic leadership in identifying and addressing barriers to regional competitiveness, investment attraction, and long-term economic growth.
- Shape and advance a forward-looking regional agenda that strengthens investment readiness and positions Northwest Alberta for sustained economic opportunity.
- Advise the Committee and participating councils on annual and multi-year priorities, emerging issues, and strategic opportunities requiring regional alignment and senior-level attention.

Planning, Execution, and Project Oversight

- Lead the development and execution of strategic and operational plans that translate Committee direction into measurable outcomes and regionally aligned initiatives.
- Provide executive oversight of priority initiatives, including scope, resources, timelines, budget stewardship, risk management, and performance monitoring.
- Ensure the timely delivery of approved initiatives through disciplined monitoring, issue resolution, and clear reporting and recommendations to the Committee.
- Oversee supporting marketing, communications, and administrative functions required to advance the Committee's strategic objectives and public profile.

Partnership Management

- Cultivate and sustain trusted relationships with Committee members, Chief Administrative Officers, elected officials, senior municipal leaders, industry executives, investors, and community partners.
- Build consensus and foster collaboration among municipal partners and stakeholders to advance shared priorities and strengthen regional alignment.
- Act as the central coordinating liaison among participating municipalities, consultants, contractors, and external stakeholders to ensure clear direction, alignment, and accountability.

Administration, Procurement, and Governance Support

- Provide administrative and governance support to the Committee, ensuring strong accountability, efficient processes, and effective delivery of regional initiatives.
- Manage procurement, contracting, and administration of consulting and professional services in alignment with approved authorities and project needs.
- Deliver concise, high-quality reports, briefings, and recommendations to inform governance, decision-making, and strategic oversight.
- Identify and assess barriers to regional competitiveness, investment readiness, and long-term economic growth, and develop targeted work plans to address priority issues.
- Recommend annual and multi-year regional priorities to the Committee and participating councils, with attention to provincial alignment and opportunities for coordinated action.



Qualifications, Education, and Experience

The ideal candidate will bring demonstrated experience working effectively with boards of directors, senior industry leaders, elected officials, and community stakeholders, along with proven success leading complex, large-scale projects, preferably within the petroleum, agriculture, or forestry sectors. Post-secondary education in Engineering, Business, Science, or a related discipline is preferred, although an equivalent combination of education and experience will be considered.

Experience in economic development, land-use planning, or the municipal or broader public sector would be an asset, as would a Project Management Professional (PMP) designation or other relevant certification.

Knowledge, Skills & Attributes

Relationship Building: Develops and maintains strong, productive relationships with elected officials, municipal leaders, industry representatives, investors, community stakeholders, and partner organizations. Builds credibility, rapport, and trust quickly and fosters collaboration to support shared regional priorities.

Project Management: Leads projects with a disciplined, results-oriented approach, including planning, implementation, monitoring, analysis, and reporting. Manages multiple priorities effectively while ensuring timelines, deliverables, and resources remain aligned with Committee objectives.

Communication: Communicates clearly, professionally, and tactfully in both written and verbal formats. Prepares concise, effective correspondence, reports, and presentations, and tailors messaging appropriately for a range of audiences.

Diplomacy and Negotiation: Demonstrates diplomacy, sound judgment, and strong negotiation skills when navigating sensitive issues, balancing competing interests, and building consensus among diverse stakeholders.

Contract and Regulatory Awareness: Applies a practical understanding of contract language, legal considerations, and relevant legislative and regulatory processes to support informed decision-making and effective project oversight.

Presentation and Media Relations: Represents the organization professionally in presentations, meetings, and public-facing communications. Engages effectively with external audiences and supports positive, consistent messaging across stakeholder groups.

Political Acumen: Understands the municipal and provincial operating environment and demonstrates awareness of political, legislative, and regulatory dynamics that may affect regional initiatives and decision-making.

Policy Navigation and Strategic Advocacy: Interprets and demystifies provincial and federal policy frameworks, identifies systemic barriers affecting Northwest Alberta, and recommends practical strategies to influence government direction, strengthen regional competitiveness, and advance long-term economic interests.

Judgment and Risk Management: Exercises sound judgment and assesses risk thoughtfully, particularly when addressing complex, high-profile, or sensitive matters. Identifies issues early and recommends practical, balanced solutions.

Integrity and Professionalism: Demonstrates high ethical standards, discretion, accountability, and professionalism in all interactions and responsibilities.

Initiative and Organization: Works independently with a high degree of initiative, organization, and personal accountability. Manages responsibilities proactively and adapts effectively in a dynamic environment.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri and Olesia Linkevych** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search
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