



ADVISOR, INVESTMENT ATTRACTION

ONE YEAR FIXED TERM CONTRACT OPPORTUNITY

ROLE DESCRIPTION

Toronto Global is a not-for-profit investment attraction agency that supports the expansion of foreign-owned businesses to the Toronto Region. We represent the Cities of Toronto, Mississauga and Brampton, as well as the Regions of Durham, Halton and York, and work closely with the Government of Canada, the Province of Ontario, and our municipal partners to offer complimentary and customized services to growing international companies.

We assist companies by sharing market research and intelligence that supports their decision-making, and by facilitating local connections to assist with the establishment of operations in the region. Toronto Global actively promotes the competitive advantages of the Toronto Region as an ideal location for corporate expansion.

POSITION SUMMARY

Reporting to a Director within Investment Attraction, ideally you are a recent graduate with some Co-Op or other related work experience under your belt. This role will support either the USA East or USA West team in identifying potential targets for expansion to the Toronto Region, conducting research on companies and sectors, maintain the company database, and identifying multipliers for a potential outreach.

RESPONSIBILITIES

- + Provide support to the Director and Senior Advisor of the respective team to advance lead generation initiatives and proper qualification of target companies, as directed;
- + Utilize Toronto Global's Client Relationship Management (CRM) system to add new leads, track and manage leads, and to document client progress;
- + Understand and utilize the use of third-party tools of Toronto Global, such as Pitchbook, Templafy, Co-Star and Salary Assessor to provide support needed in lead generation or client inquiries;
- + Shadow the Directors and Senior Advisors of USA East/West teams to learn and refine the Toronto Region value proposition pitch to clients and the response/support provided to client inquiries;
- + Conduct comprehensive research and analysis and provide meaningful insights, perspectives and solutions to clients and prospective clients;
- + Partner with the Marketing & Communications team and the Research and Insights team on a regular basis to ensure synergies and clarity of various needs;
- + Constantly expand own knowledge of the Toronto Region and build a confident understanding of Toronto Global's value proposition across various economic sectors.



REQUIRED SKILLS

- + Completed post-secondary education with a focus on business or commerce;
- + Previous experience within a Co-Op Program is a definite plus;
- + Exceptional English verbal/written communication and presentation skills; additional language proficiencies are a plus, but not required;
- + Proficiency in Word, Excel, Outlook and PowerPoint;
- + Ability to format and create visually compelling and professional documents, in alignment with established visual identity guidelines;
- + A self-motivated personality that embraces change, challenge, and organization;
- + A strong team mentality and ability to work well with others;
- + Business sense, strategic thinking, and practical sense;
- + Strong attention to detail, time management, and organization skills with the ability to meet deadlines;
- + An appreciation and understanding of the global economic and business climate.

Interested candidates should please send their resume and cover letter to **lsutherland@torontoglobal.ca**.

Toronto Global is committed to Accessibility for Ontarians with Disabilities Act (AODA) and providing accommodation in its recruitment processes to applicants with disabilities, upon request. If you require accommodation at any time during the recruitment process, or have any questions regarding accommodation, please email Leslie in confidence.

Toronto Global is also committed to diversity and inclusion in the workplace, because we believe it contributes to innovation, a deeper understanding of the community we serve, and better decision-making. At Toronto Global, we are dedicated to fostering an environment focused on equality, inclusion, empowerment and respect. We're committed to ensuring that everyone can show up as their true selves and live up to their full potential.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.