



Position Title: Investment Analyst		Status: Full Time Permanent
Reports To: Investment Principal		Team: Investment

JOB POSTING

Alberta Indigenous Opportunities Corporation (AIOC) is looking for an Investment Analyst to join our team!

AIOC bridges the gap between Indigenous groups seeking commercial partnerships in major projects and their financial capacity. AIOC has been delegated the authority to provide up to **\$1 billion in loan guarantees** to reduce the cost of capital for Indigenous groups and to support their ability to raise capital to invest in natural resources, agriculture, telecommunications, and transportation projects.

ABOUT THE ROLE

Reporting to the Chief Investment Officer (and as the team expands, reporting to the Investment Principal), the Investment Analyst will be responsible for supporting the creation, development and execution of the AIOC's investment program. As a crucial member of a small team, the Analyst will play a dynamic role, covering a wide variety of functions that will evolve as the organization matures. This is a unique opportunity to be a part of the set-up and early stages of the company's existence phase at a buy-side investment organization with room for progression within the Investment function.

ACCOUNTABILITIES

- Provide direct support to the Investment leadership team members in connection with investment proposals presented to the AIOC, including participating in meetings with proponents and screening electronic submissions
- Aide in the development of systems (databases) for the tracking, evaluation and methodical ranking of investment opportunities
- Participate in the due diligence process on qualified investments including working with financial models to assess potential return, sensitivities and risk
- Work with 3rd party service providers including accounting and consulting firms, investment banks, commercial banks and lawyers to advance due diligence and deal structuring
- Aide in the development of processes to measure, quantify and when possible mitigate investment risks
- Prepare analysis and presentations for the Investment team, CEO and Investment Committee as appropriate
- Support the Investment leadership in providing substantive, helpful feedback, documentation and data to investment proponents

QUALIFICATIONS

- As an Analyst, you will bring 2 to 4 years of experience within the financial/banking sector (corporate finance, research, private equity etc.) including experience with the infrastructure and natural resources sectors (i.e. oil and gas, mining, forestry, energy, etc.)
 - Willingness to support the Investment portfolio with thoughtful analytics, presentations, data, and materials that will enable the Investment team to secure new business
 - Writing and modeling, presentation skills



- Experience in finance, investment industry directly, comfortable with numbers
- Meeting presence and ability to lead stakeholders through agendas in meetings and conversations effectively - represent the Investment team.
- A CFA designation or the active pursuit of the designation.
- A business degree with any major or specialty will be considered with preference to those with a math, economics, or statistics focus.
- Experienced and knowledgeable - proven effective in their abilities
- A can-do attitude and the ability to thrive in a dynamic, evolving work environment
- Ability to manage multiple projects at once while maintaining outstanding attention to detail. Understands the pressures that may accompany start up and early stage organizations
- Advanced expertise with Microsoft Excel including the building, manipulation and maintenance of financial models
- The ability to effectively communicate key findings both verbally and through investment memos (Microsoft PowerPoint)
- A reputation for honesty and integrity

AIOOC strives to foster an inclusive and safe environment for all. We encourage and support qualified individuals from all communities and unique backgrounds to apply. The AIOOC is committed to prioritizing the applications of Indigenous candidates.

Qualified applicants are encouraged to send a copy of their cover letter and resume by email to: careers@theaioc.com. Applications will be accepted until 5:00 P.M. MST on Monday, May 8 2023.