



Position Title: Business Development Analyst

Position Status: Full-Time Temporary (This position to last not later than December 31, 2025)

Department: Invest Vancouver

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T23 \$2,953.65 - \$3,486.53 bi-weekly

Invest Vancouver is seeking a Business Development Analyst who will play a key supporting role in investment attraction and business development by conducting market research, managing investment data, coordinating lead generation activities, and preparing compelling materials for strategic initiatives. This work supports Invest Vancouver's mission to attract and expand high-quality investment, create quality jobs, and advance broadly shared prosperity across the region.

You are: A self-motivated, detail-oriented team player with a background in economic development or business strategy. You thrive in fast-paced environments, excel at managing multiple priorities, and are driven to produce high-quality, data-informed work that supports investment attraction and regional prosperity.

This role:

- Evaluates and compiles a variety of data and other information from multiple sources for the purpose of informing investment attraction strategies, developing investment attraction resources, and responding to research requests for investment prospects.
- Collaborates across teams to conduct lead generation activities, monitor and evaluate lead generation performance, and identify opportunities to refine tactics to increase investment leads.
- Assists in the preparation of investor attraction focused presentations and materials for business development. A key component of this work involves maintaining current data, identifying data gaps, integrating collected data, and preparing tables and graphical representations of credible and persuasive data and research.
- Manages a database and/or library of up-to-date investor information such as commercial and industrial real estate, labour force information, salaries, government incentive programs and global metropolitan rankings; identifies relevant data sources and conducts research; seeks data from various resources such as academic and industry reports, Statistics Canada and BC Statistics; collects and compiles industry data through specialized databases; and drafts briefing notes as required.
- Updates and populates specialized databases and software programs; conducts in depth searches and compiles information; runs a variety of reports; and maintains accurate records of investment opportunities, related initiatives and research.
- Coordinates and manages the Immigration Refugees and Citizenship Canada Referral (IRCC) program and the Global Affairs Canada (GAC) program; provides assistance to external contacts in retaining recruitment prospects; provides reports and status updates for external stakeholder committees as it relates to applications for funding, project delivery status, and financial claims.
- Coordinates, organizes and schedules business travel, international events, local events and meetings for internal working groups and visiting delegations.



- Liaises with a wide variety of internal and external contacts such as internal working groups, industry representatives, government stakeholders and businesses; and participates in meetings to discuss key initiatives and organizational objectives.
- Performs related work as required.

To be successful, you have:

- Bachelor's Degree in economics, business, public policy, international affairs or a related discipline plus some related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the principles, practices, methods and techniques applicable to the work.
- Considerable knowledge of policies, functions, best practices and objectives related to the work.
- Considerable knowledge of information, tools and resources applicable to the work.
- Considerable knowledge of research, data analysis and evaluation related to the work.
- Sound knowledge of regional economic development, business development and investment attraction as related to the work performed.
- Ability to coordinate research activities; identify, collect and compile relevant data sources and conduct research using various data resources and specialized databases.
- Ability to collect, analyze and interpret data related to the work.
- Ability to establish and maintain effective working relationships with various internal and external contacts and to obtain and provide information and assistance to the same.
- Ability to perform a variety of record keeping functions, interpret data, prepare related reports, documents and presentations.

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 May 9, 2025.