



Business Development Specialist

About Albuquerque Regional Economic Alliance:

AREA is a private, nonprofit organization whose mission is to recruit new employers and industry and help local companies grow to generate quality job opportunities for the Albuquerque metro area. It serves as an umbrella organization to promote investment in Bernalillo, Sandoval, Torrance, and Valencia counties. With support from investors and allies in the public sector, AREA actively recruits those companies that will export goods or services from New Mexico, thereby bringing new investment dollars to the state. Since 1960, AREA has been a highly respected and driving force in the region.

Summary:

In this Business Development Specialist role, you will utilize your ability to relate well to others and to establish and maintain relationships. You will drive for results by helping identify new opportunities that will attract new businesses to the region. You will also have the chance to showcase your polished communication skills when making cold calls and emails.

This position reports to: Director of Business Development & Analytics

Key Responsibilities Include:

- Willingness to make a considerable number (10 - 50) outbound phone calls every day
- Sending emails and letters to key prospects – professional and polished writing skills a must
- Updating and maintaining customer relationship management (CRM) database on potential and current prospects as well as business multipliers
- Direct communication with key prospects' offices – professionalism and follow-through will be essential
- Contributing as part of a collaborative team by assisting with schedule and logistics
- Maintaining positive and effective working relationships with economic development partners, commercial real estate professionals, c-suite executives, and other decision makers

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- Representing the organization by touring prospective companies and decision makers around the region and presenting the organization's value proposition presentation
- Monitoring news and developments relating to, or impacting, prospects and target industries
- Developing a deep understanding of the company, region, and target audiences
- Assisting on as well as leading the planning and execution of events, market visits and trade shows on behalf of the overall business development team

We need you to have:

- BA/BS degree preferred but equivalent experience will be considered as a substitute
- Strong computer skills, proficient in the MS Office suite of products as well as relational databases
- Strong customer service, presentation, and relationship management skills
- Ability to juggle multiple projects and meet tight deadlines
- An aptitude for appraising and organizing facts for thoughtful and thorough analysis
- Skills in tackling multiple projects simultaneously and using good judgment in prioritizing work assignments
- Comfort working in a fast-paced environment and doing hands-on work in a growing organization

Benefits:

Competitive Salary, Employer paid medical, dental and vision for the employee, 401(k) with a generous employer match, on-site gym, paid parking

Job Type:

- Full-time

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Experience:

Two years of full-time, professional-level sales or business development experience but will consider entry level candidates if the drive and passion is there

If you are someone who has a high aptitude and business acumen, and you are ready to drive to new heights of success then this job could be the right fit for YOU!

To apply email your resume and cover letter to hr@abq.org The first round of interviews will start July 25, 2022.

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