



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. AREA 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 proudly recognized as a highly respected and driving force in the region.

Position 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 business opportunities for the purposes of attracting them to invest in and expand in the region. You will also have the chance to showcase your polished communication skills when making cold calls and emails. If you enjoy creating and advancing a strong value proposition for the region and responding to technical inquiries from clients where no day is ever the same, this role is for you!

Key Responsibilities Include:

- Willingness to make a considerable number of outbound lead phone calls and presentations on a routine basis
- Drafting and sending emails and letters to key prospects
- Updating and maintaining customer relationship management (CRM) database on potential and current prospects as well as business multipliers
- Maintaining positive and effective working relationships with economic development partners, site location consultants, commercial real estate professionals, c-suite executives, and other decision makers
- Working as a part of collaborative team by assisting with scheduling and logistics for trade shows, outbound market visits, and local market tours

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- Assisting with and/or leading the planning and execution of pitch presentations, events, market visits and trade shows (in person or virtual)
- Assisting, as necessary, with all content including writing, value proposition development and compilation of client request for information responses, often with tight deadlines
- Monitoring news and developments relating to, or impacting, prospects and target industries
- Assisting with developing a deep understanding of the company, region, and target audiences

Desired Skills:

- Professional and polished writing skills
- Strong customer service and relationship management abilities
- Ability to juggle multiple projects and meet tight deadlines
- An aptitude for appraising and organizing facts thorough research, data and analysis
- Skills in tackling multitasking and using good judgment in prioritizing assignments
- Comfort in working in a fast-paced environment and doing hands-on work
- Strong computer skills, proficient in the MS Office suite of products as well as relational databases
- Advanced PowerPoint skills are necessary

Required Experience and Qualifications:

- BA/BS degree preferred but equivalent experience will be considered as a substitute
- Two years of full-time, successful and measurable professional-level sales or business development experience

Benefits:

AREA offers a competitive salary, paid time off, employer paid medical, dental and vision for the employee, 401(k) with a generous employer match, on-site gym, paid covered parking, and hybrid work schedule opportunity (currently 40% remote as business requirements permit)

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Job Type:

- Full-time

If this sounds like a great opportunity, we encourage you to forward a cover letter and current resume to hr@abq.org. While communication is always top priority, we will only be contacting candidates that will be scheduled for interviews.

The first round of interviews will start April 5, 2023.