



## **Business Development and Research Coordinator**

*Last updated May 2023*

### *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 a highly respected and driving force in the region.

### **Summary:**

The Business Development and Research Coordinator plays an integral role in supporting and aligning day to day efforts and activities within the business development and research functions. This role reports to and supports senior level leadership on a day-to-day basis.

### **Responsibilities Include:**

- Management and oversight of data integrity in the organization's sales and contact relationship management software system
- Updating and maintaining customer relationship management (CRM) database on potential and current prospects as well as business multipliers
- Utilizing CRM database to create and produce reports related to business development activity
- Direct communication with key prospects' offices – professionalism and follow-through will be essential
- Contributing as part of a collaborative team by assisting with scheduling and logistics and attending networking events
- Maintaining positive and effective working relationships with economic development partners, commercial real estate professionals, c-suite executives, and other decision makers
- Monitoring news and developments relating to, or impacting, prospects and target industries and preparing regular reports for organizational leadership
- Assisting with the planning and execution of business development related events, market visits and trade shows on behalf of the overall business development team
- Identifying business opportunities at trade shows and conferences for the business development team and conducting cold call and email outreach to secure meetings

- Assisting in identifying potential business opportunities by researching target industries, related news, and vetting prospects utilizing industry best practices and databases
- Supporting the business development team in scheduling and attending meetings with clients
- Conducting economic impact analyses and statutory incentive estimates for all projects announced by or in active pipeline for AREA or its community partners
- Working with internal teams to develop and create briefs, white papers, and presentations around relevant content
- Performing assigned duties in highly interruptive conditions and under constant time pressures

**Desired Skills:**

- 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.

*Experience Needed:*

- BA/BS degree in a relevant field or combined with relevant on the job experience of 1-2 years
- Strong computer skills, proficient in the MS Office suite of products as well as relational databases

*Benefits:*

Competitive salary and healthcare benefits, 401(k), on-site gym access, paid parking, hybrid work schedule (approx. 40% remote)

*Job Type:*

Full-time

*To apply:*

Please submit cover letter and resume to [hr@abq.org](mailto:hr@abq.org). No calls, please.