



Business Development Project Manager

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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, Tarrant 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 Project Manager plays a crucial role in driving economic growth within greater Albuquerque. This position requires a highly motivated and results-oriented individual with strong project management, analytical, and communication skills. The Project Manager will be responsible for the successful planning, implementation, and evaluation of economic development projects, initiatives, and programs that support business attraction, retention, and expansion.

Responsibilities Include:

- Effectively managing the research responses to economic development Requests for Information (RFI) and or Requests for Proposals (RFP) from site selection consultants, individual prospects/companies, the New Mexico Partnership and the New Mexico Economic Development Department.
- Utilizing various public and private datasets to conduct regional economic analysis and maintaining the inventory of base market research located on both the internal network and website.
- Generating new content used to support targeted industry-specific business development activities. Help to create and regularly update collateral highlighting the region's strengths in the priority business sectors/clusters
- Responding to general requests for information, financial modeling and tax incentive analyses.
- 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.
- Interfacing with community members to facilitate the collection of relevant site and community information for clients and assemble clearly for clients.

- Maintaining positive and effective working relationships with economic development partners, site location consultants, commercial real estate professionals, c-suite executives, and other decision makers.
- Participating in team lead generation activities to track visitor activity and conduct research to determine quality of potential lead and outreach.
- Serving as an active member of the team and contribute fully to key programs and events, specifically playing a central role in business development site consultant and client market visits.
- Monitoring news and developments relating to, or impacting, prospects and target industries
- Other related duties as assigned

Preferred experience:

- 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
- Proven analytical and problem-solving skills
- Excellent written and verbal communication and presentation skills
- Proficiency in data entry, data analysis, database management and research methods
- Ability to work independently and as part of a team
- Comfort working in a fast-paced environment and doing hands-on work in a growing organization
- Professional demeanor always

Required experience:

- BA or MA degree in economics, finance, business, public policy, planning or other related fields
- 2+ years of relevant work experience in economic development related market research and/or business development, or other relevant nonprofit setting or management of projects and programs in economic development, redevelopment, commercial real estate development, banking, financial planning, business assistance and service, chamber of commerce, government, public facility or infrastructure development, public and/or private finance, or workforce development
- At minimum, a general working knowledge of a CRM system

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)

Job Type:

Full-time, salaried, exempt, salary range \$70-80k commensurate with qualifications and experience

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.