



Business Development Director

About Albuquerque Regional Economic Alliance (AREA):

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:

The Business Development Director will contribute significantly to AREA's efforts to drive business investment and job creation through a data-driven process. To be successful in this role one must have a background in project management, ability to build and maintain strong relationships with business and community leaders, the commercial real estate development community, site selection consultants and strategic partners in the industry. The ideal candidate will have a strong understanding of research-based lead generation strategies, economic development project management experience, and can manage multiple deadlines and projects.

This role reports to the Vice President of Business Development.

Key Responsibilities Include:

- Coordinate business development activity, including the development of value proposition materials, RFI/RFP responses, and regional pitch presentations
- Develop and maintain a robust pipeline of industry targets for recruitment or expansion into the Albuquerque metro region, using data-driven research and market analysis
- Drive proactive outreach to prospects across target sectors through compelling, polished written communications, presentations, and in-person engagement
- Identify business opportunities by evaluating national market trends, industry signals, and regional competitive positioning
- Build and maintain high-value relationships with site selection consultants, corporate real estate professionals, economic development partners, and other key industry multipliers
- Represent AREA in prospect tours, community presentations, industry conferences, and trade shows (in-person and virtual)

- Serve as a trusted advisor to prospects navigating site selection decisions, incentive programs, and regional resources
- Monitor and benchmark incentive programs in competitor regions and states to maintain AREA's competitive positioning
- Maintain accurate and up-to-date records in the CRM system; deliver regular progress reports to senior leadership
- Track and analyze business location successes and economic impact metrics to demonstrate ROI and community benefit
- Assist with planning and execution of client events, market visits, and industry showcases

Required Qualifications:

- 3-5 years of progressive experience in economic development, business development, or a closely related field
- Bachelor's degree in business, economics, urban planning, public administration, or a related field (or equivalent experience)
- Proven track record of successfully recruiting or retaining business investment and creating measurable economic impact
- Established relationships with site selection consultants and/or corporate real estate professionals
- Strong knowledge of economic development research tools and data sources (BLS, Lightcast, D&B, CoStar, etc.)
- Exceptional written and verbal communication skills, including executive-level presentation ability
- Proficiency in CRM systems and the Microsoft Office suite
- Ability to travel approximately 20–30% of the time for prospect visits, conferences, and market trips

Preferred Qualifications:

- Certified Economic Developer (CEcD) designation
- Experience working in or with nonprofit, public-private partnership, or regional economic development organizations
- Familiarity with New Mexico’s incentive landscape and regional business climate
- Experience with social media marketing and digital outreach strategies for business development

Compensation & Benefits:

Competitive Salary: \$85,000 – \$95,000, depending on experience

Healthcare: Comprehensive medical, dental, and vision coverage

Retirement: 401(k) with employer contribution after 6 months of employment

Additional Incentives: On-site gym access, paid parking and paid professional development

Paid leave: Generous paid time off plus 10 holidays. We consider your birthday a holiday.

This is an exciting time to join the AREA team. With strong momentum in target sectors and growing regional competitiveness, we are expanding our business development team’s capacity to capitalize on a robust national pipeline. The Director of Business Development will play a central role in positioning AREA and the Albuquerque region for its next chapter of growth.

How to apply:

Please submit a cover letter and resume to hr@abq.org. Applications will be reviewed on a rolling basis, with the first round of interviews scheduled in early May. No phone calls, please.

AREA is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, or veteran status.