

Invest Buffalo Niagara - Business Development Associate (Temporary)

We are seeking a forward-thinking, organized and detail-oriented individual to join our organization on a part time, temporary basis to support our Business Development team members with developing and qualifying new business opportunities, responding to requests for information, coordinating business development efforts with internal research and marketing functions and other administrative tasks. For qualified, motivated applicants, this is a great opportunity to gain experience, exposure and knowledge on the many facets of economic development and the business community in the Buffalo Niagara region.

Position will be 20-25 hours/week for a 6-8 week period of time.

What you'll be doing

- Provide research on prospect companies as part of a sector-based effort to attract key businesses to the region. Responsibilities will include preparation of presentations to targeted businesses and maintaining current information/data in internal CRM system for accuracy and report generation.
- Support the efforts of the business development staff as assigned by the Director of Business Development and other staff members.
- Assist in creation of and scheduling prospect visits, including service provider meetings, site tours and other connections relevant to the prospect.
- Serve as a liaison in recruiting and assisting businesses interested in locating in Buffalo Niagara.
- Compiles and maintains critical information desired by development prospects such as economic data, land/structure availability and market information.
- Data input and maintenance of internal CRM system.
- Any other duties, tasks and responsibilities consistent with the role.

What we're looking for

Qualifications • Currently pursuing a Bachelor's degree in Business or related field/graduate students encouraged to apply • Excellent verbal and written communication skills. Proficiency in MS Word, Excel and Outlook,

Qualities • Strong attention to detail • very task-oriented • Self-starter • An inquiring mind with a strong desire to learn • Creative solution-finder who can get things done • Possesses integrity and honesty • Ability to maintain strict confidentiality

What We Offer You

- A fun, vibrant, open concept culture that welcomes everyone's talent and creativity with open arms
- A team of professionals who inspire and help each other
- Be part of the fresh and exciting developments as the Buffalo Niagara region continues to grow
- A chance to gain experience in a professional office setting

- The opportunity to play a role in the Buffalo Niagara region's economic resurgence.

How to Apply

- Applicants must submit a cover letter and resume
- Send all information to info@buffaloniagara.org, email subject line BUSINESS DEVELOPMENT
- Applications due by no later than August 3, 2018