

Invest Buffalo Niagara - Research Associate

Invest Buffalo Niagara seeks a Research Associate to provide analytical, administrative and specialized technical work in economic development within the Buffalo Niagara region.

Do you love the Buffalo Niagara region? Are you a detail-oriented, organized, analytical thinker? Do you think like a business owner? If so, Invest Buffalo Niagara (InBN) has a full-time position available for a Research Associate to assist with business intelligence, research, data maintenance and reporting. The mission of Invest Buffalo Niagara is to attract new businesses to our region. Reporting to the Research Manager, the Research Associate will participate in the due diligence process needed to recruit companies to the region. We are looking for a total team player with a positive, results-oriented attitude looking to make an impact in our organization - and our community.

A passion for the Buffalo Niagara region is a must!

What You'll be doing

- Assists in creation of research reports and data sets to support specific studies and projects related to business attraction and regional economic indicators.
- Develops content, updates data and edits a variety of promotional/marketing materials for the purposes of business attraction.
- Maintains a familiarity with all federal, state, and local business tax credits and incentive programs for business attraction.
- Responsible for customer relationship management database support and maintenance.
- Complete weekly, monthly and quarterly reports using the customer relationship management database as requested.
- Maintains database of available commercial and industrial land and develops and executes site broadcast requests to the commercial real estate community.
- Responds to requests for information from business prospects and clients.
- Develops and maintains data used to support regional and industry specific business attraction marketing, including economic trends, demographics, labor statistics, commercial real estate, utilities, transportation and related topics.
- Undertake project management responsibilities and perform related duties as assigned.
- Coordinates solutions to hardware and software problems.
- Assists in the execution of special events.
- Other duties as assigned.

Desired Qualification and Requirements:

- Bachelor's degree in business or related field

- Minimum 1-3 years of work experience, urban planning, public administration, business administration, or real estate development is preferred.
- Exceptional verbal and written communication skills
- Ability to coordinate multiple projects within specified time-frames and multi-task various assignments
- Ability to work across functions and departments
- Strong organizational skills, project management skills and attention to detail
- Strong communication and interpersonal skills
- Proficiency in Microsoft Office Suite, PowerPoint, Excel, and CRM software

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

How to Apply

- Applicants must submit a cover letter, resume, and salary requirements
- Send all information to info@buffaloniagara.org, email subject line **RESEARCH**
- Applications due by no later than July 27, 2018

While we appreciate the interest of all applicants, only those selected for an interview will be contacted. No phone calls please.