



## Business Development

### Primary Responsibilities:

- Preparation (especially appointment setting), participation, follow up for Sales Missions and Trade Shows
- Identify and develop new economic base projects considering New Mexico through Sales Missions, Trade Shows and other means
- Enter leads, personally developed and from 3<sup>rd</sup> party sources, into database
- Assist with site selector familiarization event(s)
- Attend and represent the organization and the State of New Mexico at various industry events
- Follow up to clients' requests for information regarding newly developed projects
- Prepare and submit proposals with community and property information, incentives analysis, labor information, and additional supportive material
- Follow up with clients, provide support and additional information/contacts to develop site visits as directed
- Document and keep detailed records in project management software

### Travel:

- Must be able to travel in and out of New Mexico, often overnight, up to 40% of the time

### Other:

- Maintain high level of confidentiality with project and client information
- Other duties as assigned

### Preferred Skills:

- Ability to give oral presentations
- Ability to prepare written presentations
- Ability to work independently and in groups
- 1-2 years of economic development experience or equivalent business development experience
- Maintain highest level of ethical standards