



Business Development

The ideal candidate is a motivated, organized, and creative individual who welcomes the challenges of acquiring and developing new business through sales efforts. You will build key customer relationships, identify business opportunities, and close business deals while maintaining knowledge of current market conditions.

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 3rd 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

Benefits:

- Health insurance including dental and vision
- Retirement up to 4% employer match
- Life insurance
- Hybrid work schedule
- 12 annual holidays
- 170 hours of combined annual Paid Time Off (PTO) and sick leave

Salary Range:

- \$48,000 per year - \$60,000 per year