

# INVEST **BUFFALO NIAGARA**

## **Invest Buffalo Niagara - Business Development Manager**

Do you have a passion for the Buffalo Niagara region? Do you want to help grow our regional economy? The Business Development Manager will support Invest Buffalo Niagara's mission of business attraction and expansion by developing and qualifying new business opportunities, managing economic development projects with a variety of private and public sector partners. Successful candidates will be self-motivated, confident, and resourceful. We hire outstanding people seeking an environment where they can make a difference and participate in the economic renaissance of our region.

### ***About your role***

By driving business attraction and expansion, you will play a direct role in supporting the long-term economic prosperity of the Buffalo Niagara region by assisting with job creation and capital investment and fostering innovation throughout Western New York.

As a professional project manager you will be facilitating business attraction efforts including but not limited to: qualifying expressions of interest, facilitating inquires and regional visits by expanding companies, providing guidance and expertise through the due diligence process, coordinating the identification and connection of commercial real estate, incentive programs, workforce training opportunities, professional service provider referrals, college and university engagement, etc.

Work requires independent judgment and initiative combined with a broad spectrum of time management, project planning and economic development knowledge to identify and manage business attraction and expansion opportunities. The Business Development Manager is expected to exercise considerable initiative and confidentiality in carrying out assigned duties. This role is supervised by Invest Buffalo Niagara's Senior Vice President through regular communication, meetings, and reporting mechanisms.

### ***What you'll be doing***

- Serve as a liaison in recruiting and assisting businesses interested in locating in Buffalo Niagara
- Assess company needs and facilitate investigation of available commercial real estate, grant funding opportunities, partner identification, professional service provider referral, etc.
- Cultivate business development lead generation efforts across multiple target industry sectors
- Collect and report on activity and progress through Invest Buffalo Niagara CRM system to inform additional business development and marketing efforts.
- Collaborate and coordinate with regional and state economic development partners and create and maintain effective relationships with the business community, government agencies, and community groups.
- Attend outreach events, industry meetings, and trade shows as required.
- Professionally represent Invest Buffalo Niagara at internal and external functions. Attention will be aimed at coordinating and nurturing strong partner relationships among the business community and partner organizations.

### ***What we're looking for***

**Qualifications** • Bachelor's degree in Business or related field • Minimum of three years business or project management experience • Knowledge of Buffalo Niagara economy and related industry sectors • Solid communicator and writer with attention to detail • Ability to organize and facilitate meetings

**Qualities** • Organized, thorough, detail-oriented with an inquiring mind and strong desire to learn • Curate solutions to get things done • Demonstrate a positive can-do attitude • Works well under pressure • Possesses integrity and honesty • Ability to maintain strict confidentiality • Exceptional customer service skills

### ***What We Offer You***

- A dedicated, enthusiastic culture that is focused and mission-driven to grow the regional economy
- A key role within economic development as the Buffalo Niagara region continues its renaissance
- Opportunity to expand your network of Buffalo Niagara stakeholders across the US, Canada and beyond
- Membership in a variety of trade and business organizations
- Hybrid work environment
- Salary range of \$70,000 - \$85,000
- We offer a competitive benefits package that includes comprehensive health insurance, retirement savings vehicles, generous paid time off, professional development opportunities, and a collaborative, supportive work environment

### ***How to Apply***

- Applicants must submit a resume with compensation expectations.
- Send all information to [info@buffaloniagara.org](mailto:info@buffaloniagara.org), email subject line **BD Manager**

*Invest Buffalo Niagara provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Invest Buffalo Niagara complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*

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