



## **Invest Buffalo Niagara – Talent Engagement Specialist**

Do you have a passion for the Buffalo Niagara region? Do you want to help grow our regional population and talent pool? The Talent Engagement Specialist will support Invest Buffalo Niagara's mission of talent attraction by developing and qualifying new relocation candidates with a variety of private and public sector partners. Invest Buffalo Niagara's Be in Buffalo campaign (<https://beinbuffalo.com/>) translates the love we have for WNY into authentic messaging for why talent (and their families!) should pick Buffalo to call their next home! 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 enabling talent attraction, you will play a direct role in supporting the long-term economic prosperity of the Buffalo Niagara region by assisting with innovation and resilience throughout Western New York. You will be activating a robust funnel of existing candidates who have expressed interest in moving to our community. An ecosystem of local talent stewards will become your unofficial co-workers as we collectively match the passion of newcomers to what makes Buffalo Niagara great – our neighbors!

As a professional connector you will be facilitating talent attraction efforts including but not limited to: qualifying expressions of interest through an existing funnel, coordinating the identification and connection to available jobs, facilitating inquiries and applications to hiring local companies, providing guidance and expertise through the due diligence process, professional network programs, alumni groups, community activities, professional service provider referrals, etc.

Work requires independent judgment and initiative combined with a broad spectrum of time management, project planning and talent recruitment knowledge. The Talent Engagement Specialist is expected to exercise considerable initiative and confidentiality in carrying out assigned duties. This role is supervised by Invest Buffalo Niagara's Vice President, Talent and Sector Strategy through regular communication, meetings, and reporting mechanisms. You will be mentored and guided, not micromanaged.

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

- Serve as a liaison in assisting talent interested in relocating to Buffalo Niagara.
- Responsible for qualifying and navigating expressions of interest through the Be in Buffalo Help Me Move portal.
- Assess talent needs and facilitate investigation of available jobs, supportive professional organizations, alumni groups, community activity matches, professional service provider referrals, etc.
- Activate talent attraction lead conversion efforts across multiple target occupations.
- Lead Newcomer Meetups in collaboration with local sponsors, professional network groups, affinity groups, and Be in Buffalo talent attraction wins.
- Collect and report on activity and progress through Invest Buffalo Niagara HubSpot CRM system to inform talent attraction, business development and marketing efforts.
- Collaborate and coordinate with local, regional and state economic development partners and create and maintain effective relationships with the business community, government agencies, and stakeholder groups.
- Attend outreach events, professional network meetings, and conferences as required.
- Travel to out-of-region markets for collaborative talent engagement events (no more than 2-3 times per year).
- 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.
- Building your own personal brand and network across private sector, public sector, non-profit, higher education, YP/affinity/professional/volunteer network groups. Excited yet?! We can't wait to meet you!

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

**Qualifications** • Bachelor's degree in Business, Human Resources, Marketing, or related field • Minimum of two years business or project management experience • Solid communicator and writer with attention to detail • Event coordination support capabilities • Experience with a CRM system (ex. HubSpot) • Knowledge of Buffalo Niagara communities • Ability to organize and facilitate meetings • Valid Driver's License and regular access to a personal vehicle is required

**Qualities** • Organized, thorough, detail-oriented with an inquiring mind and strong desire to learn • Curate solutions to get things done • Passionately collaborative • 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 \$50,000 - \$60,000
- 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 **Talent Engagement Specialist**
- Applications due by no later than Monday, July 27th, 2026

*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.**