

Job description

Business Development Associate – New York, NY

Hybrid

Salary is \$71,860 - \$87,440

Benefits include 401K, Health Insurance & 20 Days PTO

Are you smart, driven and keen to make a difference?

Join a small dynamic team that's growing the economy of Northern Ireland by building relationships with the fastest growing companies in the New York area and throughout the USA.

We're looking for someone who wants to make a difference, has a passion for what makes companies tick, and is excited to work with some of the most innovative & high-growth companies in the world.

As our Business Development Associate, you'll work with Business Development Directors to find and introduce us to fast growing firms and FTN500's around the USA to help us meet our Foreign Direct Investment and Export growth goals.

We are a highly collaborative crew; we are looking for team players with a "get it done" mentality and someone who is excited to learn and grow.

If this sounds like your kind of opportunity, send us a Résumé **AND A COVER LETTER** (we need to get to know you a bit and we can't get a sense of your personality and your talents from a bunch of bullet points and from clicking "apply" on an app).

The Role & Responsibilities

You will undertake research, analysis, and make contact with US companies who have the potential to locate in Northern Ireland.

The role entails:

- Targeting companies via highly tailored email message and phone conversations to arrange meetings for the Business Development Director team of Invest NI.
- Market analysis using advanced research databases.
- Preparing sales focused material to share with potential clients in support of our wider sales efforts.
- Maintaining accurate records of all interactions within Invest NI's customer relationship management tool.
- Interfacing with local offices and Belfast HQ.
- Attending trade shows, conferences and networking events
- Ongoing promotion of the work of Invest NI and Northern Ireland as a place to do business.

- The ideal candidate will have a strong analytical focus with excellent written and verbal communication skills. They will be able to manage their own workload and performance to ensure KPI's/goals are met. They will have a competitive and driven approach to sales and a passion for understanding innovative companies and briefing them on ways Invest Northern Ireland may be able to support their growth.
- While not essential (as thorough and programmatic training will be provided) we welcome candidates who have some sales experience, especially using email and phone.

Essential Criteria:

- A degree or equivalent qualification
- Significant recent collegiate or professional experience of undertaking research and subsequent analysis to inform decision making / make recommendations.
- A recent strong track record of persistence and motivation and ability to self-motivate.
- Strong written and verbal communication skills
- Strong IT skills

Candidates must have the legal right to live and work in the U.S. by either Citizenship or Permanent Resident Card (Green Card) Holders. If you're successful, you'll need to be able to travel to Northern Ireland for at least one week a year and there may be other travel commitments e.g. events and conferences

For more about Invest Northern Ireland – check out this link :
www.investni.com/americas

Please send resume and cover letter to usrecruitment@investni.com by April 6th.