

# Job description – Business Development Representative

## Business Development Representative

As the economic development agency for the government of Northern Ireland, Invest Northern Ireland ('Invest NI') is driving the transformation of Northern Ireland into an innovative, competitive, and knowledge-based economy.

Invest NI's International Investment Team in the US with offices in, Boston, New York, San Francisco, and Chicago are responsible for attracting and securing new inward investments to Northern Ireland from dynamic U.S. companies as well as assisting our indigenous companies expand into American markets.

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 would like 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 a job post).

### The Role & Responsibilities

You will undertake research, analyses, and contact 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 (a thorough and programmatic training will be provided) we welcome candidates who have some sales experience, specifically using email and phone.

Essential Criteria:

1. A degree or equivalent qualification
2. Significant recent collegiate or professional experience of undertaking research and subsequent analysis to inform decision making / make recommendations.
3. A recent strong track record of persistence and motivation.
4. Strong written communication and grammar as well as verbal communication skills.
5. Strong technical skills and knowledge of software and ability to navigate new software (e.g. Microsoft office products, LinkedIn)

Invest NI will shortlist for this position based on criteria 1 through 5 detailed above.

Your CV / Résumé must clearly demonstrate your experience and methodology for undertaking this role by providing clear evidence of how you meet the above requirements. Invest NI will not make assumptions from the title of the applicant's post or the nature of the organization as to the skills and experience gained or the methodology you propose to use in the delivery of this role.

United States terms and conditions of employment will apply to the post holder.

Because of our status as a foreign government entity and in line with State Department regulations, we are only able to hire candidates who are either US Citizens or Permanent legal residents of the United States by virtue of a Permanent Resident Card (also known as a Green Card).

If you are interested in this exciting and rewarding opportunity, please submit your CV / Résumé and cover letter to [usrecruitment@investni.com](mailto:usrecruitment@investni.com).

- References will be required before appointment.
- You must live within 70 miles of our Boston office.
- Late applications will not be considered.

Invest NI is an Equal Opportunities Employer.

Northern Ireland believes that all persons are entitled to equal employment opportunity. The Company will not discriminate or tolerate discrimination against any employee or applicant because of race, colour, creed, religion, genetic information, sex, sexual orientation, national origin, age, status with regard to public assistance, marital or veteran status, disability or any other characteristic protected by local, state or federal law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall and termination.

Disabled applicants may request any reasonable accommodation needed to enable them to complete the application process.