**Invest Northern Ireland – Americas**

**Job Title** – Business Development Representative

**Location:** (US) can be based in one of three offices - Boston, MA – Chicago, IL – New York, NY  
**Type:** Full-Time - Hybrid

**About Us**

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.

**Job Description:**

Invest Northern Ireland is seeking a Business Development Representative to support its International Investment Team in the US. As a Business Development Representative, 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.

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.

Sales experience with email and phone is appreciated but not required, as training will be provided. We are looking for a team player 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 want to learn more about you than just the bullet points in your resume and a simple click “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.

**Essential Criteria:**

1. A degree or equivalent qualification
2. Significant recent collegiate or professional experience in 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; Microsoft Dynamics a plus, LinkedIn)

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

**Salary Range**

**$61,000–$71,860 per year salary, (geographic area dependant) plus benefits and remote work flexibility.**

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.  **The deadline for CV/Résumé is 23:59 on Monday September 1 (local time).**

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 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.