



Business Development Associate

Summary

The Rhode Island Commerce Corporation, a mission oriented and dynamic quasi-public agency focused on economic development, seeks to hire a Business Development Associate to support and contribute the business attraction, expansion and retention initiative and to support senior staff to assist in the Corporation's objectives and goals for economic development planning.

Responsibilities

- Assist the business development team supporting business attraction & expansion initiatives
- Analyze data using a variety of research databases, and convert to marketing pitches
- Support prospecting and relationship management
- Analyze Rhode Island's targeted industries
- Ability to write concisely and well, and respond quickly to internal and external business development requests

Key Competencies

- **Initiative** - Job requires a willingness to take on responsibilities and challenges
- **Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction
- **Achievement/Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks
- **Dependability** - Job requires being reliable, responsible, and dependable, and fulfilling obligation
- **Attention to Detail** - Job requires being careful about detail and thorough in completing work tasks
- **Cooperation** - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude

Qualifications and Skills

- Bachelor's Degree required, MBA degree a plus
- Excellent proficiency with PowerPoint
- Exceptional time management skills and ability to juggle multiple projects with tight deadlines
- Dedication to accuracy and clarity of information
- Clear communication skills and ability to interact with professionals at all levels in all business units
- Strong analytical, problem-solving, and critical thinking skills
- Experience with Salesforce a plus

Submit a cover letter along with a professional resume and salary requirements via email to:

job.opportunities@commerceri.com

**Rhode Island Commerce Corporation
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The RI Commerce Corporation is an Equal Opportunity Employer