

# BUSINESS DEVELOPMENT ADVISOR

**EMPLOYMENT TYPE:** Full-time  
**DEPARTMENT:** Business Development  
**REPORTING TO:** Director, Business Development and Client Services

## We're Waterloo EDC, the investment promotion agency for Waterloo Region.

Waterloo EDC is not a team that sits back and watches things happen. We **make** things happen. We are a dedicated and passionate B2B sales and marketing team that works hard to ensure our community is growing and thriving.

We support growth and investment in our community, and work purposefully to meet the needs of all partners and stakeholders. We are the one-stop concierge service for those looking to locate, relocate or expand in Waterloo Region. We are collaborative, professional and always put the client first. We are forward thinking, smart and approachable.

We are looking for a curious, driven and analytical team player for this entry-level lead generation role to join our small but mighty squad in a collaborative, fun and engaging environment located in the Communitech Hub.

## THE TEAM YOU'LL BE A PART OF

In this key role, you will be an important member of the Business Development team. This team is responsible for investment attraction and expansion in Waterloo Region, strengthening the awareness and brand equity of Waterloo Region globally and building strong stakeholder relationships, both locally and abroad, with public and private sector intermediaries and partners.

Our vision is to be a best-in-class B2B complex sales organization that is flexible, nimble and has a bias for action. As a new organization (just 3 years old), we have attracted more than \$600 Million in investment to Waterloo Region. We are results focused and are increasing our inbound marketing and internal lead generation capacity and capability. This role will be one of the first points of contact for potential customers and will have the opportunity to continue to develop their skillset in business development.



**WATERLOO**EDC  
inventing the future

[waterloedc.ca](http://waterloedc.ca)

## YOUR ROLE AND VALUE TO THE ORGANIZATION

- You will support the activities of the Business Development and Client Services department, which is responsible for investment attraction and expansion in Waterloo Region globally
- You will manage potential investment leads from initial contact to hand-off to the Business Development team as qualified leads – conducting outbound prospecting, including cold calls, to generate qualified leads including identifying customer’s needs, interests, viability and investment timelines
- You will identify high quality investment opportunities, develop business cases and custom pitch decks for investment leads and organize and participate in inbound meetings and local tours
- You will support the planning in-market outbound missions overseen by the market leads
- You will work closely with the local businesses to build networks and strong stakeholder relationships
- Working with the Marketing and Business Development teams, you will:
  - manage contacts and the CRM database for the purpose of lead generation, scoring and research
  - collaborate with local businesses in the mapping/inventorying of trends and sectors
  - develop targeted lead lists for subsequent prospecting and/or campaigns
  - analyze, develop, and update critical reports presenting findings in a concise manner

## YOUR EDUCATION AND SKILL REQUIREMENTS

- Applicable post-secondary degree in Sales, Marketing, or related discipline
- 0 - 2 years of Business Development, Communications or Marketing experience in an entry level or specialist role in an agency, public and/or private sector
- Technically savvy and experience with Salesforce and/or Hubspot would be a great asset
- Strong analytical and research skills (with a mastery of Microsoft Excel) – you love to plunge headfirst into data, metrics and research projects to optimize our teams’ results
- Naturally curious and confident, you enjoy trying new things and aren’t afraid, with our teams mentoring, to pick up the phone and talk to C-level executives
- Fierce communication skills are a must – oral, written and presentation
- Robust problem-solving skills – use research, analytics and creative thinking to adapt and find solutions
- You are a team player and a self-starter. We move fast, work together and get the job done
- You are passionate about the Waterloo Region community!
- Database and project management (manage competing priorities/meeting multiple deadlines)
- Results-oriented and customer-oriented (relationship building and networking skills)



**The deadline to apply is May 27, 2019. Please send your cover letter and resume to [careers@waterloedc.ca](mailto:careers@waterloedc.ca). Please put "Application: Lead Development Specialist (Your Name)" in the subject line. Resumes submitted after the deadline will not be considered.**

**Note: only applicants selected for interviews will be contacted. We are committed to workplace diversity and inclusion, and thank all applicants in advance. Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code. If you require accommodation, please contact us at [careers@waterloedc.ca](mailto:careers@waterloedc.ca).**



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