



POSITION: Business Development Associate

LOCATION: Boulder, CO

JOB DESCRIPTION:

Reporting to the Business Development Manager, you will assist in the development of new business opportunities through direct and indirect business to business contact. The ideal candidate is comfortable engaging with new clients and driven to accelerate the adoption of cleantech and renewable projects. Daily responsibilities will include, research, content development, outreach, scheduling and portfolio analysis. The Business Development Associate will work closely amongst multiple energy project teams and partners to ensure the successful generation of leads and opportunities.

KEY RESPONSIBILITIES:

1. Conduct market and client research
2. Develop marketing content
3. Oversee conference schedules and speaking engagements
4. Maintain and cultivate relationships with business clients
5. Organize and schedule client meetings
6. Analyze and complete portfolio assessments
7. Perform other duties as required

REQUIREMENTS:

- Bachelor's degree preferred
- 1-2 years of work experience (familiarity in cleantech or real estate is preferred but not required)
- High level of verbal and written communication skills
- Team Player with a willingness to learn and a desire to deliver a great client experience
- Entrepreneurial attitude and a diplomatic approach
- Ability to perform duties in a collaborative working environment
- Proficiency with Excel, Word, PowerPoint

Please send resumes and cover letter to careers@blackbearenergy.com with the subject line "Business Development Associate"