



Associate Director of Business Development

AdvanceCT helps businesses choose, invest in, and grow in Connecticut. We work alongside companies to solve challenges, navigate opportunities, and connect them with the people, resources and expertise that help move important business decisions forward. We are a Hartford Business Journal Best Place to Work honoree, recognized for the culture and quality of the team we've built.

Working closely with the Business Development team, the Associate Director builds relationships with industry leaders and executives to bring new business, jobs, and investment to Connecticut. Approximately 80% of the role is business attraction — identifying and engaging companies across target industries that are evaluating expansion or relocation in Connecticut. The remaining 20% supports retention and expansion work with companies already established in the state. This is an opportunity to play a direct role in some of the business decisions that shape Connecticut's economic future.

Responsibilities

- Research target sectors and industries to identify where Connecticut holds a competitive advantage and build outreach strategy accordingly.
- Conduct outreach and follow-up with executives and industry contacts to identify companies considering a move to, or expansion in, Connecticut.
- Manage a pipeline of leads through each stage and meet the conversion targets associated with each.
- Represent AdvanceCT at trade shows, site visits, and industry events, including some in-state, out-of-state, and international travel.
- Collaborate with the CT Department of Economic and Community Development (DECD) on incentive packages and project support for prospective and existing companies.

Qualifications

- Bachelor's degree and/or at least 7 years of relevant professional experience demonstrating increasing responsibility.
- Demonstrated experience managing a business development pipeline, with a track record of converting leads into closed deals.
- Comfort with proactive outreach, including cold calling, and consistent follow-up.
- A genuine interest in Connecticut's economic growth and a desire to see that work reflected in tangible outcomes — new jobs, new investment, new facilities.
- Ability to work independently toward established goals and targets.
- A valid driver's license and passport, as this role includes state and international travel.

Additional Details

- Based in New Haven, CT, with a hybrid schedule (in-office three days per week). Connecticut residency is not required, but candidates must be able to commute in on a regular basis.
- Salary range: \$80,000–\$90,000, commensurate with experience, plus benefits.

Benefits Include

- Medical and dental insurance
- Employer-paid life, accident, and long-term disability insurance
- 401 (k) retirement plan with a 3% safe harbor employer contribution
- 15 days of paid time off, increasing by 1 day per year of service up to 5 additional days, plus 11 paid holidays

Implementing high impact and inclusive economic development solutions for Connecticut.



- Paid personal/sick time
- Support of professional development

About AdvanceCT

AdvanceCT helps businesses choose, invest in, and grow in Connecticut. As the state's nonprofit economic development organization, we work alongside companies to solve challenges and connect them to the people, resources, expertise and relationships that make doing business here easier. More at www.advancect.org.

AdvanceCT is an equal opportunity employer committed to workplace diversity, equity, and inclusion, and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity, sexual orientation, age, disability, or veteran status. Candidates of diverse backgrounds are encouraged to apply.

To Apply

Please submit a cover letter and resume to humanresources@advancect.org.

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