# Business Development Associate

*Join Ionada's business development team and help move cleantech opportunities forward.*

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| **Location** | Markham, Ontario — office-based, with occasional domestic and international business travel. |
| **Reports to** | VP of Business Development |
| **Employment Type** | Full-Time |
| **Level of Experience** | 1-3 years |

## About Ionada

Ionada is a Canadian cleantech company developing compact, modular carbon capture systems based on hollow fibre contactor technology. Our systems capture carbon dioxide ($CO_2$) from industrial exhaust gases for storage or use in value-added products. We serve oil and gas, offshore production and marine, waste-to-energy and other industrial markets, with a focus on facilities where space and cost can limit carbon capture adoption.

## Position Summary

Reporting to the VP of Business Development, the Business Development Associate will support Ionada's international BD team and external representatives. The role combines customer outreach, CRM management, proposal coordination and meeting and event support to keep opportunities and follow-up actions moving.

The VP of Business Development sets priorities and resolves competing requests. The associate owns tracking, scheduling and follow-through; BD leads retain customer and commercial decisions, and Engineering retains responsibility for technical content and approvals. This role offers exposure to international cleantech commercialization and close collaboration with commercial and technical colleagues.

## Key Responsibilities

- Research target companies, markets and industry contacts, and maintain accurate prospect and partner information.
- Support targeted outreach and follow-up emails using approved messaging; route customer enquiries to the appropriate BD lead and track next steps.
- Prepare company profiles, background briefs and presentations using approved Ionada materials; maintain current versions of sales documents.
- Maintain accurate HubSpot records, including opportunity stage, owner, next action and due date, and coordinate updates from international BD representatives.

- Prepare regular pipeline and activity reports covering outreach, meetings, proposal status and overdue actions; flag stalled opportunities to the VP of Business Development.
- Coordinate internal and external meetings and customer calls across time zones, confirming participants, materials and follow-up responsibilities.
- Support conferences and trade shows, including pre-event outreach, meeting scheduling, travel arrangements, logistics and post-event lead follow-up.
- Organize BD meetings, prepare agendas and materials, record decisions and action items, and follow up with team members and external representatives on commitments.
- Maintain a proposal and quotation tracker covering customer requirements, responsible contributors, deadlines and approvals; coordinate inputs between BD and Engineering and flag delays before submission dates.
- Prepare reports, spreadsheets and correspondence; handle customer and commercial information confidentially and provide related sales and BD administrative support.

## Qualifications

- Diploma or bachelor's degree in Business, Marketing, Engineering, Science, Environmental Studies or a related field, or equivalent relevant experience.
- 1–3 years of experience in sales coordination, business development support, administration or a similar role.
- Strong organizational skills, sound judgement and the ability to follow up professionally with colleagues and external contacts.
- Experience using CRM platforms such as HubSpot.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office, including Outlook, Word, Excel and PowerPoint.
- Interest in cleantech and ability to learn and accurately communicate technical concepts. Experience in industrial or technical B2B environments is an asset
- Ability to manage competing priorities, work independently and recognize when to escalate issues.
- Familiarity with WordPress is considered an asset.
- Willingness to travel domestically and internationally for conferences and industry events.
- Legally entitled to work in Canada.

## What Success Looks Like

- The Business Development team spends more time on customer engagement and opportunity development and less time on administrative tasks.
- Customer and partner follow-ups have clear owners and are completed within agreed timelines.
- Proposal and quotation requests have clear requirements, owners and deadlines, with delays escalated promptly.
- BD meetings and events produce documented next steps and timely follow-up.
- HubSpot records and pipeline reports are current, consistent and useful for BD decisions.

## Compensation & Benefits

- Comprehensive health coverage
- Flexible Health Care Spending Account (HCSA)
- Travel insurance
- Life and critical illness coverage
- Paid vacation

## How to Apply

Interested candidates are invited to send their CV and cover letter to **hr@ionada.com**. We thank all applicants for their interest. Only candidates selected for an interview will be contacted.