



**ENTERPRISE
FLORIDASM
JOB DESCRIPTION**

Job Title: Associate–Minority & Small Business, Entrepreneurship
& Capital Programs

Department: Programs & Policy

Reports To: VP–Minority & Small Business, Entrepreneurship
& Capital Programs

Location: Orlando

FLSA Status: Exempt

Salary: \$40,000 - \$50,000

BASIC PURPOSE:

This job is responsible for **promoting** Enterprise Florida’s Minority and Small Business, Entrepreneurship & Capital (MaSBEC) Programs to small, minority, and entrepreneurial companies seeking training, development, and financing options. Position will be responsible for researching resources provided by strategic partners throughout Florida and **creating a network** of state, federal and non-profit resources ready to assist small businesses in accessing capital, entering new markets, and creating revenue growth and job creation.

ESSENTIAL DUTIES:

OUTREACH (50%)

- Create and implement new MaSBEC outreach strategy.
- Determine relevant topics needed for creation of content for power point presentations, website, and special reports related to MaSBEC outreach.
- Plan and manage MaSBEC events such as webinars, conferences, and networking receptions.
- Determine appropriate sponsors and recruit local partners to participate in MaSBEC events.
- Network, collaborate with and recruit strategic partners i.e. chambers, non-profit organizations, urban leagues, women-owned organizations.

CAPITAL PROGRAMS (50%)

- Research, respond and determine best course of action for inquiries from small businesses regarding MaSBEC.
- Research sponsorship and grant opportunities for small or minority-owned Florida businesses and organizations (non-profit and other) that promote minority owned businesses.
- Review and approve applications and create opportunity summaries for state administered loan support programs to support EFI’s job creation and retention goals.

SUPERVISION:

Not applicable

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in Business, Economics, Hospitality Management, or similar discipline.
- Proficient with Microsoft Office software applications (will be tested) and Adobe Acrobat.
- Strong communication skills, including writing and speaking.
- Analytical skills.
- Good understanding of database management.
- Knowledge of financing concepts.
- Ability to travel throughout Florida (10%). Some overnight travel required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business
- Banking, economic development or related experience
- Commercial and/or government guaranteed lending, contract management.
- Knowledge of government or not-for-profit agency operations and process

Please use this link to apply on Indeed:

<https://www.indeed.com/viewjob?from=appshareios&jk=82e0b7a523feb123>