



## Job Description

**Job Title:** Business Development Associate  
**Department:** Business Development  
**Reports To:** Research Director, Business Development  
**FLSA Status:** Non-Exempt  
**Location:** Orlando

### **BASIC PURPOSE:**

This job is responsible for coordinating project activities and managing communication and processes as part of the business development team.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Coordinate project activities with business development managers, including updating CRM, and organizing incentive applications.
- Support Recruitment outreach, including international and domestic recruiting and marketing trips, trade shows, and consultant events, including business and consultant appointment and event scheduling, assisting in identification of meeting targets, and communication outreach: phone, email, mailings, web, while managing budget expectations.
- Support project managers to respond to information requests, including Requests for Information (RFI), Requests for Proposals (RFP), and prepare formal presentations for business prospects in partnership with economic development organizations and partners.
  - Review, evaluate, investigate, and make recommendations on incentive applications for state incentive programs to support Enterprise Florida's job creation and retention goals. Communicate, address questions and resolve issues regarding incentives procedures, policies, and decisions to businesses, partners, and consultants.
- Independently conduct project management activities when necessary.
- Provide input into prospect development activities resulting in businesses locating in Florida.
- Use Microsoft Office (Excel, Powerpoint) for the design, lay out and coordination of prospect proposals and multi-media presentations.

### **SUPERVISION:**

Not applicable for this position

**ACCOUNTABILITY: Impact and Scope:**

No financial or other measurable accountabilities have been identified for this position

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelors degree in business, marketing, economics or related course of study
- Intermediate level competence with Microsoft Office applications
- Strong organization and communication skills
- Ability to multi-task, work with a team to accomplish tasks, and demonstrate time management skills

**PREFERRED QUALIFICATIONS:**

- Masters degree in a related course of study may substitute for required experience
- Experience working with economic development agencies, government agencies, and consultants

Send resume with salary history to: [hrdirector@enterpriseflorida.com](mailto:hrdirector@enterpriseflorida.com)

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