



Job Description

Job Title: Director, International Strategic Initiatives
Department: International Trade & Development
Reports To: Senior VP, International Trade & Development
FLSA Status: Exempt
Salary Range: \$60-75,000

BASIC PURPOSE:

This job is responsible for the planning, recruitment, coordination and management of international Governor-led or Secretary of Commerce-led missions. Also, plan, coordinate and manage logistics for high profile special events and other internal events beneficial to the international development of Florida. In addition, provide export counseling to Florida companies.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Plan, develop and execute international Team Florida business development and trade missions led by the Governor of Florida and composed of Florida companies, universities, research institutions, public sector officials and legislators
- Coordinate and manage the Governor's, First Lady's, Secretary of Commerce, VIP and delegates agendas; organizing meetings with Government officials and local business organizations, seminars, networking events and business roundtables, as well as, securing sponsors, managing budget and coordinating all logistics (security, airline, hotel and transportation)
- Manage and recruit Florida companies to participate in international trade and business development missions. Develop marketing materials, participant lists, invitation letters and work with EFI Communications team to promote missions throughout Florida
- Organize and execute export development missions which includes arranging and facilitating high-level meetings, networking events and business matchmaking sessions
- Plan and manage high profile international trade and business development events
- Assist the Senior Vice President of International Trade & Development with international strategic initiatives, as directed
- Provide trade counseling and export assistance to Florida export companies
- Strategize, promote and recruit targeted companies to participate in ITD's trade events
- Organize and coordinate ITD staff meeting, International Offices Summit and other internal events

- Represent EFI and the state of Florida at investment meetings, seminars, missions and trade shows. Support the development and execution of seminars, missions and programs to promote Florida's international advantages
- Develop and maintain relationships with Florida economic development organizations and investment "multiplier" organizations and other potential sources of investment leads
- Plan and manage statewide quarterly meetings of the Florida International Trade Partnership as the FITP Executive Director

SUPERVISION: Not applicable for this position

ACCOUNTABILITY: Impact and Scope:

Financial or other measurable accountabilities have not been identified for this job

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelors degree (or equivalent experience) in international affairs, business administration or other pertinent course of study
- Four years experience in economic development and / or international business
- Strong computer skills with Microsoft Office applications and internet usage
- Knowledge of Florida advantages in a competitive economic development environment

PREFERRED QUALIFICATIONS:

- Ability to effectively communicate in a pertinent second language
- Knowledge of Florida regions, communities and key industries

Apply through EFI's Indeed Page or send resume to: hrdirector@enterprisefflora.com

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