



## Job Description

**Job Title:** Director – Minority & Small Business, Entrepreneurship, Capital  
**Department:** Administration  
**FLSA Status:** Exempt  
**Salary:** \$64,000 - \$80,000

### **BASIC PURPOSE:**

This job is responsible for promoting the MaSBEC program to small, minority, and entrepreneurial companies seeking training, development and financing options. Position will collaborate with strategic partners throughout Florida and create 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 ACCOUNTABILITIES or TASKS:**

- Review and make recommendations on applications for state administered loan support programs to support EFI's job creation and retention goals.
- Prepare and deliver presentations and conduct workshops to educate companies about the state programs offered for small and minority owned businesses and the access of available capital through loan, guarantee and venture capital programs run by EFI and DEO.
- Liaison with Business Development division to review, evaluate, investigate and make recommendations on incentive applications for state incentive programs to support EFI job creation and retention goals.
- Manage all communication with lending partners and DEO to ensure timely processing of loan and guarantee applications.
- Represent EFI with partner organizations that support minority and small companies in Florida.
- Promote international trade development events benefitting Florida's small and medium sized enterprises (SME).
- Evaluate sponsorship and grant opportunities for minority owned Florida businesses and organizations that promote minority owned businesses.

### **SUPERVISION:**

Not applicable

**MINIMUM QUALIFICATIONS REQUIRED:**

- Three years' commercial and/or government guaranteed lending, contract management, banking, economic development or related experience.
- Bachelor's degree in Business, Economics or similar discipline.
- Proficient with Microsoft Office software applications (will be tested) and Adobe Acrobat.
- Analytical skills.
- Knowledge of financing concepts and business tax issues.
- Professional ability to speak in public settings.
- Ability to travel throughout Florida (60%). Some overnight travel required.

**PREFERRED QUALIFICATIONS:**

- Master's degree in Business or Economics
- Experience in economic and fiscal impact analysis
- Knowledge of government and/or not-for-profit agency operations and processes.

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

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.