



Job Description

Job Title: Manager, Business Development
Department: Business Development
Reports To: Senior Director, Business Development
FLSA Status: Exempt

BASIC PURPOSE:

This job is responsible for business recruitment, expansion and retention primarily within the Professional Services industry.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Identify and solicit interest of targeted businesses best suited to locate or expand a facility in Florida; market Florida's industry-specific assets to prospective businesses
- Conduct economic development project management: determine and analyze location criteria for business prospects; respond to information requests; partner with economic development organizations; prepare formal presentations for business prospects; plan, coordinate and guide company representatives on site and community tours
- Provide input into marketing, advertising, direct mail campaigns and other prospect development activities
- Research business climate issues and analysis for project proposals affecting the targeted industries
- Establish relationships with key individuals within assigned industry sector through trade association involvement, industry events and other relevant avenues
- Collaborate with consultant/company during and after the approval process, including: compliance timelines, incentive payout schedules, workforce and repeat business
- Provide direction for development of project work plans, including project scope, timelines, specific analyses to be completed
- Develop and maintain relevant relationships with local and regional economic development agencies, workforce and labor, stakeholders and other key government agencies
- Develop strategic plans for assigned sectors for implementation and attainment of goals, objectives, policies, procedures and work standards
- Act as a liaison for current and prospective businesses; provide assistance with understanding State economic development rules, regulations, policies and procedures

- Maintain and develop data on sector specific businesses, growth and opportunities, while directing long and short-term planning and other studies and reports. Summarize and survey relevant literature and provide critical commentary
- Analyze economic information such as reviewing financial statements, marketing studies, economic studies, plans and specifications
- Provide direction and mentorship to associates within the Business Development team
- Exercise independent judgment within general policy guidelines
- Communicate effectively, verbally and in writing

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
- Four years experience in economic development or private sector experience in industry targeted by Enterprise Florida
- Knowledge of financing concepts or government programs
- Intermediate level competence with Microsoft Office applications
- Overnight travel required

PREFERRED QUALIFICATIONS:

- Masters degree in a related course of study may substitute for required experience
- Private sector experience in EFI targeted industries or government experience with funding sources, both state and federal

Send resume with salary history to: 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.