



JOB DESCRIPTION

Job Title: Manager–Minority & Small Business, Entrepreneurship, Capital
Department: Administration
Reports To: Director–Minority & Small Business, Entrepreneurship, Capital
Location: Orlando
FLSA Status: Exempt
Salary: \$45,000 - \$50,000

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 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 ACCOUNTABILITIES or TASKS:

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 EFL's job creation and retention goals.

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.

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 and/or not-for-profit agency operations and processes

Send resume with salary history to: hrdirector@enterpriseflorida.com

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