



## Job Description

**Job Title:** Program Manager, Rural Development  
**Department:** Business Development  
**Reports To:** SVP Business Development  
**FLSA Status:** Exempt

### **BASIC PURPOSE:**

This job is responsible for developing, shaping, implementing and managing statewide policies and programs that are intended to increase economic development in Florida's rural areas. The position also provides resource information and serves as the voice of rural development for program development and external promotion.

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

- Serve as central point of contact at EFI for economic development issues relating to rural areas, programs and services.
- In concert with the three Rural Areas of Opportunity (RAO) develop and maintain a strategic economic development plan for Rural Florida.
- Prepare and define public policy issues affecting rural Florida's ability to impact economic development activities and projects. Prepare recommendations for those issues as defined.
- Provide information and technical / procedural assistance to rural economic development professionals regarding EFI services.
- Represent and promote rural issues and interests in the establishment of programs and policies for EFI. Ensure that programs and promotional activities are designed to include rural accessibility and participation.
- Responsible to ensure that marketing materials, incentive proposals and general Florida information references the advantages of a rural incentive.
- Partner with the Department of Economic Opportunity (DEO) specifically around DEO Community Grants & Loan Programs, including: Rural Infrastructure Fund Grant (RIF); Rural Community Development Revolving Loan Fund; Small Cities Community Development Block Grant

### **SUPERVISION:**

This position does not have any supervisory responsibilities.

**ACCOUNTABILITY: Impact and Scope:**

This position does not have identified financial accountabilities.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree and five years progressive experience in economic development that includes rural areas and /or agriculture and / or agribusiness
- Knowledge of economic development programs at the state level
- Demonstrated experience with project management

**PREFERRED QUALIFICATIONS:**

- Experience with rural community economic development
- Experience with policy / program development
- Experience with agriculture and / or agribusiness

Send resume with salary history to: [hrdirector@enterprisefflorida.com](mailto:hrdirector@enterprisefflorida.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.*