



## Job Description

**Job Title:** Sr Director, Business Development  
**Department:** Business Development  
**Reports To:** SVP Business Development  
**FLSA Status:** Exempt  
**Salary Range:** \$75,000-\$85,000

### **BASIC PURPOSE:**

The **Sr Director, Business Development** is responsible for managing the company's business development group for all projects domestic and international related, expansion and retention activities for Florida's targeted industries, as well as developing and / or overseeing strategies and alliances that foster industry and partner growth.

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

- Spearheads and manages EFI's statewide business intelligence unit; which includes a company database, a high-level partner network, and reporting.
- Oversee the research of required local information and facilitate the connection of community leaders, economic development partners and state agencies with the prospect or consultant
- Responsible for developing and maintaining partner relationships with local economic development organizations
- Manage the development and productivity of the business development project manager team.
- Ensures that technology assets for research, reporting and outreach meet the requirements of the division. (i.e Salesforce, D&B, LinkedIn, IBIS)
- Translates strategies into specific goals, tactics, action plans and deliverables. Implements plans and holds self and others accountable for results
- Proactively assist in the recruiting businesses to locate in Florida.
- Proactively identify and solicit the interest of businesses that could expand a facility in Florida
- Determine and analyze the location criteria of the business and prepare a formal presentation of appropriate Florida communities
- Plan, coordinate and guide company officials on confidential or overt site and community tours

- Provide input into planning, marketing trips, direct mail campaigns, promotional activities and other prospect development activities
- Identify companies potentially at risk of leaving the state
- Develop and participate in business retention activities (i.e., focus groups, counseling, etc.) targeting existing businesses
- Prepare and present proposals to company executives on the incentive packages structured for their specific project
- Act as a champion for the client and create a client-focused work environment, ensuring that all decisions and actions are driven by and focused on the client
- Demonstrate business acumen by understanding how businesses work – how organizations develop strategy, utilize technology, serve clients, succeed against competition
- Build high-performing teams by selecting and retaining the right team members and providing the team with the appropriate direction, empowerment, resources, training, and feedback
- Proactively guides individuals and teams to achieve results; accurately assesses strengths and development needs of team members; provides feedback, mentoring, helpful counsel and opportunities for development to help each team member achieve his/her full potential
- Generates energy and enthusiasm in the team, creating a positive energy around the future. Inspires the team to believe in what they are doing and to follow his/her lead, even in the face of challenge
- Develops strong interpersonal alliances at appropriate levels, both within and outside the organization; builds solid relationships characterized by mutual respect, understand and trust
- Challenges the status quo and champions new initiatives; acts as a catalyst of change and stimulates others to change; paves the way for needed changes and improvements that significantly improve speed, productivity, efficiency and the client experience
- Makes difficult decisions under pressure, balancing the need to gather detailed information and perform analysis, with the need for timeliness
- Proactively leverages ideas, insights and relationships to generate new and incremental business for EFI; utilizes existing client base and network as a means of improving client acquisition and retention

**SUPERVISION:** Directors, Managers and Associates

**ACCOUNTABILITY: Impact and Scope:** No financial or other measurable accountabilities have been identified for this position

## **MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree in economics, business administration or related course of study
- Three years of experience in economic development
- Intermediate level competence with Microsoft Office applications
- Demonstrated experience utilizing influencing and presentation skills

## **PREFERRED QUALIFICATIONS:**

- Master's degree
- Experience with government or not-for-profit agency operations and processes
- Certified Economic Developer

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.*

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

***Please apply for this position to [HRDirector@EnterpriseFlorida.com](mailto:HRDirector@EnterpriseFlorida.com) or through the job posting on Indeed.***