



ECONOMIC DEVELOPMENT COUNCIL OF ST. LUCIE COUNTY, INC.  
**(Asst. VP)/Director of Business Development**  
**Job Description**

**Background:**

Since job creation is the core mission of the St. Lucie EDC, a reconfigured position has been created as the (Assistant VP) Director of Business Development. Essentially, it will have the combined features of the existing industry program and business expansion/relocation project management activities.

**Overarching Duties and Responsibilities:**

This individual will have the knowledge, skills and ability to support the VP in the job creation process. The director will oversee the support functions in business development process and project management. This individual will also be accountable for achieving the results of the EDC's strategic plan and related work plans as approved by the Board of Directors. The Business Development Director reports to the VP of Business Recruitment and Retention.

**Retention, Recruitment and Project Management:**

The director will assist the VP in conducting business development activities, including recruitment of new industry, retention and expansion of existing industry. The director will assist in the site selection, planning, permitting and facility development process. The director will also help analyze key industry sectors and develop target markets within the U.S. for the purpose of business recruitment and development. The director is required to respond to business development inquiries, preparing and packaging general or specific information as needed.

Existing Industry Relations: The director will be responsible for managing the EDC's existing industry program and should have the necessary communication and technical skills to advise local business executives on retention/expansion issues related to their businesses. This individual will also be responsible for making the required number of existing industry visits as outlined by the strategic plan.

Project Management Database: The director is required to record their prospect contacts and progress on projects in the project management database. New and existing business projects and inquiries should be entered within the month they are received so they may be effectively reported and monitored. Follow-up with active clients should be conducted regularly and reported accordingly in the project database.

Building and Property Database: The director is required to participate in the maintenance of the subscription real estate database and have the capability to conduct all necessary analytical reports for clients. This element may also include monitoring from other demographic and economic research databases.

Incentive Application Processing & Coordination: The director will be responsible for assisting in the processing and coordination of all state, local and federal economic development incentive programs for both new and existing industry applicants.

Incentives Program Management: The director will manage and oversee the monitoring and compliance activities relating to incentives granted by local governments to new and expanding industries. This responsibility includes but is not limited to:

- Manage overall incentive reporting and maintain annual calendar of related reporting and submission deadlines,



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500 NW California Blvd. ♦ Bldg. S, Suite 103 ♦ Port St. Lucie, FL 34986

*(Located at Indian River State College)*



- Draft various local government resolutions, ordinances, adoption hearings and agreement executions pertaining to incentive packages developed and approved for businesses.
- Develop incentive reporting methodology and process including outreach to businesses to obtain necessary data on job creation, capital investment and ad valorem and tangible personal property taxes.
- Oversee overall compliance issues and deadlines impacting both businesses and governmental agencies.

Various Marketing, Business Promotion & Recruitment Events: The director may be responsible for conducting real estate and other community tours on behalf of visiting clients as well as assessing and responding to the client's informational needs. This individual may be required to conduct sales missions, participate in site location consultants' events and organize trade shows as needed.

State, Local Government and Community Relations: The director will develop and maintain professional relationships with Enterprise Florida and other state and regional agencies whose mission is to support workforce and economic development. The director will develop and maintain professional relations with local private and public entities that can either provide leads for the EDC or provide assistance to facilitate the business development process. This would include city and county officials, permitting/regulatory agencies, real estate brokers, financial institutions, education/training institutions, employment agencies and professional business associations.

Confidentiality: The director is expected to maintain the confidentiality and trade secrets of the EDC and its clients at all times. To the greatest extent possible, the director will be responsible for protecting information relevant to project pursuant to the client's request and all provisions of Florida's statutes.

Leadership: The director may be called upon to serve as a team leader in the absence of the vice president, or accept responsibility for ad hoc initiatives.

Business Plans and Budgets: The director is responsible for the implementation and execution of their individual work plan and strategic plan of the EDC. This includes appropriate reporting and follow-up activities.

#### **Job Qualifications:**

- College degree in a related field preferred
- 5-10 years of related professional experience required
- Familiarity with local businesses, community development organizations and the area's local elected officials preferred
- Strong organizational, sales and customer service skills with a proven ability to develop relationships and negotiate deals
- Outstanding verbal and written communications skills
- Reliable transportation and able to travel for up to one week at a time
- Effective computer abilities
- Self-motivated, self-managed, and ability to work independently and as an integral part of a fast-paced team in an ever-changing environment



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