



Tampa Hillsborough Economic Development Corporation Job Description

Department: Economic Development
Position: International Business Manager
Reports to SVP, Economic Development
Status: Full-Time, Exempt

Summary of Responsibilities

Under the leadership and direction of the SVP, Economic Development, the International Business Manager will manage international business activities. This role is responsible for generating and managing foreign direct investment inquiries and projects. They will also manage the international trade supporting functions of the EDC. In collaboration with Pinellas, and Pasco County economic development representatives, they will coordinate inbound and outbound international trade and Foreign Direct Investment Missions. This role will serve as the Global Tampa Bay Liaison. This role manages the international business development initiatives of the Tampa Bay EDC including, but not limited to business retention and expansion, export promotion, project management, and international partner relations.

Essential Functions

- Manage the Tampa Bay EDC International Marketing Initiatives.
- Manage Business Development activities resulting in Foreign Direct Investment projects.
- Conduct the EDC's international trade consultation program.
- Represent the Tampa Bay EDC at Global Tampa Bay's activities and initiatives.
- Monitor and update Global Tampa Bay marketing assets and social media as needed.
- Organizing and manage Tampa Bay EDC logistics for international missions.
- Meet and maintain communication with other partner organizations in international efforts
- Facilitate international-focused events and educational discussions
- Provide regular and continual updates on performance metrics and maintain accurate and up-to-date accounts
- Regular data entry in the CRM
- Other duties as assigned

Preferred Qualifications and Competencies

- Bachelor's degree in related field.
- Competence with Microsoft Office applications
- Must be self-motivated and able to collaborate and work in a team environment to accomplish goals
- Excellent communication skills
- Professional demeanor
- Ability to multi-task
- Detail oriented
- Ability to speak one or more foreign languages would be a plus
- Ability to treat sensitive information in a confidential manner
- Valid passport

Working Conditions

- May involve 20% International travel for missions, mission planning, meetings, trade shows, seminars, etc.
- Occasional travel for meetings
- Some evenings and weekends may be required
- Work under and maintain confidentiality
- Eligible for remote work per TBEDC Employee Handbook policies

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.