



## ***Business Development Manager, Economic Development***

**Job Title: Manager, Business Development**

**Department: Business Development**

**Reports To: Sr. Director or Vice President of Business Development**

**FLSA Status: Exempt**

**Location: Orlando**

**Salary Range: \$48-80,000**

### **Job Description**

Since its inception, Enterprise Florida has assisted and recruited thousands of companies from across the globe and the impact of EFI's initiatives felt throughout the state. Project Managers are integral to EFI's mission to drive economic development activities that create high-value jobs, capital investment, tax revenue, and innovation to our great state.

This position will be charged with managing business recruitment and expansion projects and generating project leads and activities in conjunction with EFI's business development strategic plan. The successful candidate will excel at establishing meaningful business relationships with internal and external clients and stakeholders throughout Florida. The candidate will have the drive and intelligence to quickly learn how EFI approaches economic development and project management. The candidate will thrive in a team environment and contribute to the division's can-do spirit as it focuses on championing Florida as the premier business destination in the U.S. and the world.

### **Responsibilities**

- Identify and solicit interest of targeted businesses best suited to locate or expand a facility in Florida; market Florida's industry-specific assets to prospective businesses
- Conduct economic development project management: determine and analyze location criteria for business prospects; respond to information requests; partner with local and regional economic development organizations; prepare formal presentations for business prospects; plan, coordinate and guide company representatives on site and community tours
- Experience solving complex issues in a creative and collaborative manner, effectively leveraging interdepartmental and external partners to serve prospects, consultants and previously satisfied clients.
- Provide input into marketing, advertising, direct mail campaigns and other prospect development activities
- Research business climate issues and conduct analysis for project proposals affecting the targeted industries

- Establish relationships with key individuals within relevant industry sector(s) through trade association involvement, industry events and other relevant avenues
- Collaborate with consultant/company during and after the incentives approval process, including: compliance timelines, incentive payout schedules, workforce and repeat business
- Provide direction for development of project work plans, including project scope, timelines, and specific analyses to be completed
- Develop and maintain relevant relationships with local and regional economic development agencies, workforce and labor, stakeholders and other key government agencies
- Develop strategic plans for assigned sector(s) for implementation and attainment of goals, objectives, policies, procedures and work standards
- Act as a liaison for current and prospective businesses; provide assistance with understanding State economic development rules, regulations, policies and procedures
- Maintain and develop data on sector specific businesses, growth and opportunities, while directing long and short-term planning and other studies and reports. Summarize and survey relevant literature and provide critical commentary
- Analyze economic information such as reviewing financial statements, marketing studies, economic studies, plans and specifications
- Provide direction and mentorship to associates within the Business Development team
- Exercise independent judgment within general policy guidelines
- Communicate effectively, verbally and in writing

### **Preferred Skills**

- Proven experience as a business development manager, project manager, sales executive or a relevant role.
- Proven record of increased sales and customer retention.
- Market knowledge and experience in customer support is a plus.
- Previous history with chambers of commerce, legislative bodies a plus.
- Proficiency in MS Office and CRM software (e.g. Salesforce)
- Communication and negotiation skills
- Time management and planning skills
- BSc/BA in business administration, sales or relevant field
- Proficiency in English required, additional language skills a plus

**Apply with resume to: [HRDirector@enterprise-florida.com](mailto:HRDirector@enterprise-florida.com)**

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.