



Job Posting – Business Development Manager, Business Retention and Expansion

The Tampa Hillsborough EDC is officially recognized by Enterprise Florida as Hillsborough County's primary business recruitment and retention economic development team in partnership with Hillsborough County and the cities of Tampa, Plant City, Temple Terrace and private Investors. Its primary mission is to develop and sustain a thriving local economy by focusing on the attraction, expansion, and retention of high-paying jobs and capital investment.

We are looking for an outgoing, self-motivated and experienced professional to join our team as a **Business Development Manager** for business retention and expansion efforts in Hillsborough County and the cities of Tampa, Plant City and Temple Terrace. This person will be responsible for building and maintaining relationships with local economic base companies in specific target industries and supporting their unique needs with various services and state/local programs. This will be accomplished through business retention visits, industry specific trade organization meetings, community meetings, phone calls and face-to-face meetings. This position is funded by a unique partnership between the EDC and CareerSource Tampa Bay (CSTB). CSTB is the official employer of record for this position. However, the position is supervised by the Vice President Business Development and located at the EDC's office.

Responsibilities

- Assist in marketing programs and services to local, target industry business contacts to generate new expansion projects
- Engage with Career Source Tampa Bay and other EDC stakeholders to maintain up-to-date program details
- Market Career Source Tampa Bay's programs and services to local businesses
- Build and maintain a target list of companies within specific industries
- Plan and conduct business visits within target industries to generate job creating projects, opportunities for CSTB products and to support the needs of local business
- Working closely with our public partners, manage the financial incentives process for eligible projects
- Manage expansion projects from inception to completion
- Serve as the EDC's knowledge expert on specific targeted industry sectors
- Maintain accurate contact database and project status via Salesforce to allow for effective project management and measurement of organizational metrics
- Serve as the lead staff person for strategic task forces and ad hoc committees, as needed
- Collaborate with other EDC departments to attain the organization's performance metrics

Education, Experience, and Qualifications

- Bachelor's degree in Business, or other related field
- Minimum of two years business development experience or experience within a specific targeted industry
- Economic development experience preferred
- Detail oriented, self-motivated business professional
- Knowledge of financing concepts and government programs preferred
- High degree of competence with customer management databases and Microsoft Office applications
- Some overnight and weekend travel required

**Competitive salary, commensurate with experience, &
a comprehensive benefits package provided.**

***If you are qualified & interested in this position,
please send your resume to: HR@TampaEDC.com***

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