



## **Tampa Hillsborough Economic Development Corporation Job Description**

**Department:** Business Development  
- Business Recruitment, Retention & Expansion  
**Position:** Business Development Manager  
**Reports to:** VP, Business Development  
**Status:** Full-Time, Exempt

### **Summary of Responsibilities**

Under the leadership of the VP of Business Development, the Business Development Manager will be responsible for pro-active outreach to local and out of market companies that have significant potential to create and retain economic based jobs in the County. The Business Development Manager will build and maintain relationships with local economic base companies in specific target industries and support 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.

### **Essential Functions**

- Assist in marketing programs and services to local, target industry business contacts to generate new expansion projects
- Engage with Career Source Tampa Bay (CSTB) 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

### **Preferred Qualifications and Competencies**

- Bachelor's degree in Business, Economic Development, Public Administration or a related field
- Minimum of two years business development experience or experience within a specific targeted industry
- Economic development experience preferred

- Analytical, self-starter, team player
- Customer service oriented
- Must be able to work well under pressure and within tight deadlines
- Make decisions based on logical analysis and sound judgment
- Strong verbal and written communication skills, with an ability to express ideas clearly, concisely, and effectively.
- Comfortable with public speaking opportunities
- Ability to research, organize, analyze, verify and present information
- Hands on knowledge of Microsoft Office software applications
- Strong interpersonal relationship skills, with a demonstrated ability to work collaboratively and effectively with a wide variety of internal and external stakeholders
- The successful applicant will have experience developing and making sales presentations, providing prospect client services, and simultaneously managing multiple projects.

### **Working Conditions**

- Occasional travel for meetings, trade shows, seminars, etc.
- Some evenings and weekends may be required
- Work under and maintain confidentiality

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other activities and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

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.