



## Job Description

**Job Title:** Manager, Business Development

**Position Summary:** This office professional serves as a project manager for client-based projects led by the Senior Director, Business Development. This position interfaces with corporate site-selection consultants and C-Suite executives in the development of proposals focused on the business case for operating a company in Brevard County, Florida.

### **Principle Duties and Responsibilities:**

- Support the management of client-based projects.
- Assist in the preparation of proposals by researching multiple data sources (demographic, wage rates, employment data)
- Outreach to community partners to compile current data and materials.
- Manage community site tours with clients.
- Ensure consistent and timely communications are maintained among all parties
- Maintain project activity in proprietary database.
- Prepare management reports.
- Assist with activities of volunteer councils.

### **Qualifications:**

- BS/BA degree required, Masters degree preferred.
- Demonstrated analytical and creative problem-solving skills.
- Demonstrated communication skills both verbally and in writing.
- Ability to work in a fast-paced, deadline driven environment.
- Demonstrated proficiency in MS Office programs including Word, Excel, PowerPoint, Outlook

### **Experience:**

- Minimum of three years' work experience.

**Special Requirements:** Must be available to attend after hour functions and represent the EDC at various community organizations, boards, etc.

**Travel Requirements:** Some travel may be required to attend conferences and seminars.