

Job Description

Job Title: Vice President, Business Development, JAXUSA Partnership
FLSA: Full-time Exempt - (Reporting to the Senior Vice President for Business Development)
Date: October 2019

Job Summary:

Serve as Project Manager for Financial and Professional services clients that are evaluating Northeast Florida as a prospective site for the location or expansion of their business. Cultivate interest and manage a sales effort resulting in the relocation/expansion of businesses in Jacksonville.

Essential Duties and Responsibilities:

- Manage the complete location experience of a portfolio consisting of approximately 10-20 prospects considering Northeast Florida for the location or expansion of its business operations.
- Initiate contact with assigned prospects, interview to obtain information regarding scope of project, economic development potential, and collect intelligence necessary for creation of a recruitment sales plan.
- Develop detailed written proposals, detailed initial and follow-up sales presentations designed to answer prospects need for business and economic research on Northeast Florida to elicit a site visit. Guide prospects through state and local incentives process when applicable. Maintain detailed prospect files in Salesforce CRM.
- Personally serve as host and manage prospect visit including development of itinerary, escort to proposed sites/buildings and introduction to local business leaders and public officials.
- Act as “Resident Expert” for assigned targeted industries sectors and continue to gain and share knowledge of these targeted industries. Maintain list of top corporate prospects and develop and execute outreach plan to these contacts, as well as site location consultants serving this industry, to uncover potential projects.
- Attend and actively market the Jacksonville area at various national meetings involving corporate real estate executives and site consultants. Maintain membership and proactive leadership in professional organizations including IEDC, FEDC, CoreNet Global and industry trade associations.
- Assists existing business with expansions as well as eliminating impediments to growth.
- Serve as liaison to the Northeast Florida Commercial and Industrial Real Estate Community through participation in industry trade associations, etc. in order to develop close relationships with area brokers to assist with lead generation.
- Monitor JAXUSA CoStar real estate website. Work with real estate community to maintain current commercial and industrial real estate listings. Recommend upgrades and enhancements to website as appropriate.
- Serve as primary JAXUSA liaison for St. Johns County economic development organization.
- Manage other Chamber and JAXUSA volunteer task forces as assigned.
- Develop and cultivate working relationships with local business and public officials that are important to the economic development process, including industrial and commercial realtors and developers, public officials, Enterprise Florida staff, regional partners, JAXUSA investors and Chamber members.
- Represent Chamber of Commerce and JAXUSA through various public speaking engagements.
- All other duties so assigned by the Senior Vice President for Business Development and/or the President of JAXUSA Partnership.

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The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor’s degree in business administration or related field from an accredited College or University.
- 5+ years experience in economic development or related field with significant experience in project management.
- Experience in working with Site Selectors.
- Experience working with elected officials and government organizations.
- Preferred expertise in Financial and Professional services.
- Experience working in an organization focused upon economic development in large urban areas with populations exceeding 250,000.
- Dossier of successful projects under your leadership.

Knowledge/Skills/Abilities:

- Ability to manage prospect management process from conceptual stage to implementation.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to develop and maintain collaborative relationships.
- Familiarity and working knowledge with State of Florida Incentive programs, Enterprise Florida, Department of Economic Opportunity and City of Jacksonville Public Investment Policy.
- Documented history of project management from initial RFI response to full operations including applications for incentives and incentive approvals.
- Ability to follow through on issues, make informed decisions that comply with policies and procedures, complete tasks and problem-solve, and deal diplomatically in a variety of situations with diverse personalities.
- Ability to manage multiple priorities.
- Computer literacy to include: Microsoft Word, Outlook, Excel, the Internet, etc.
- Ability to work with minimal supervision.
- Salesforce familiarity
- Travel availability at least once per month or more.
- Possible night and weekend activities.

Skill Requirements: (X = Required for job)			
X	Utilize internet web sites/functions	X	Public speaking/group presentations
X	Utilize word processing software	X	Reasoning and logic
X	Utilize spreadsheet software	X	Leadership and supervisory
X	Utilize database software	X	Retrieve and compile information
X	Typing/computer keyboard	X	Maintain records/logs
X	Analyze and interpret information	X	Verify data and information
X	Ability to communicate verbally	X	Ability to prepare written communications
X	Operate office equipment, fax, phone, calculator, etc.	X	Basic mathematical concepts (add, subtract, multiply, divide)
X	Investigate, evaluate and recommend action	X	Advanced mathematical concepts (fractions, decimals, rations, percentages, graphs)

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X	Organize and prioritize information/tasks		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods		Lifting up to 20 pounds of office supplies/equipment
X	Extended periods viewing computer screen		Carrying up to 20 pounds of office supplies/equipment
X	Walking		Pushing/Pulling
X	Reading		Bending/Stooping
X	Standing		Reaching
X	Writing		Grasping
X	Hearing		Repetitive Motions
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date