



## Job Description

**Job Title:** Associate, International Trade & Development  
**Department:** International Trade & Development  
**Reports To:** VP, Marketing & Research  
**FLSA Status:** Exempt  
**Salary Range:** \$40,000 – \$55,000  
**Location:** Coral Gables, FL or Orlando, FL

### BASIC PURPOSE:

Enterprise Florida, Inc. (EFI) offers several international trade grants to qualified Florida small and medium-sized companies to help them expand and diversify into new markets overseas. **The Associate** is responsible for managing the international trade grants program, ensuring that it is always audit-ready and within budget. Secondly, the position will assist with the coordination and implementation of overseas and in-state events that staff manage or participate in.

### ESSENTIAL DUTIES:

#### Trade Grants (80%)

- The position acts as Grants Administrator to manage the entire trade grant application process in Salesforce CRM including reviewing and approving incoming applications; collecting additional information as needed and receiving and processing reimbursement requests.
- Enforce trade grant guidelines and criteria to make determinations regarding eligibility of both applicants and trade events.
- Utilize Salesforce CRM to track and monitor status of grants.
- Provide data on grant activity for quarterly and annual reporting to the Department of Economic Opportunity.
- Produce ad hoc reports from Salesforce on trade grant activity upon request.
- Contribute to the continuous improvement of the trade grants application and reimbursement process in Salesforce and FormAssembly.
- Work with EFI's Manager of Contracts, Grants, and Compliance to ensure that contractors providing services related to the trade grants are operating within their contracted budgets.

#### Trade Events (20%)

Division staff manage several overseas trade shows and trade missions each year and participate in-state events that require assistance with activities such as:

- Registration for events and VIP missions in CVENT (online event planning application)
- Assembling name badges for trade show exhibitors and mission participants.
- Creating information guides for trade show exhibitors and mission participants.
- Printing of marketing materials.

- Ordering giveaway items for trade shows and in-state events.
- Other related activities as needed.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

- Bachelor's degree in finance, accounting, business, or related course of study
- Two to three years of professional experience in accounting, finance, or grants-management
- Intermediate-level competence with Microsoft Office applications
- One to two years of experience with database and CRM applications such as Salesforce
- Strong organizational and written communication skills in English.
- Ability to prioritize, multi-task, adhere to tight timelines, and work as part of a team geographically dispersed across the state

#### **PREFERRED QUALIFICATIONS:**

- Experience with managing federal grant programs, particularly under the U.S. Small Business Administration, International Trade Administration, or Economic Development Administration
- Advanced experience with Salesforce CRM
- Familiarity with FormAssembly online form builder
- Experience with CVENT or similar event planning application
- Substantial work experience in a pertinent functional area may substitute for degree requirements

**SUPERVISION:** Not applicable for this position

**ACCOUNTABILITY: Impact and Scope:** This position impacts trade grant monies payable from Enterprise Florida and is responsible for ensuring that the trade grant payouts remain within an allocated annual budget.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

*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.*

**Please apply for this position to [HRDirector@EnterpriseFlorida.com](mailto:HRDirector@EnterpriseFlorida.com) or through the job posting on Indeed.**