



Job Description

Job Title: Director, Intergovernmental Relations & Workforce Strategies
Department: Business Development
Reports To: Senior Vice President, Business Development
Location: Tallahassee, FL
Salary: \$70-75,000

BASIC PURPOSE:

Serves as EFI liaison with partner state agencies to achieve cohesion, promote collaboration, and ensure business-friendly external engagement. Responsible for, in concert with EFI team, developing strategy to ensure workforce availability to potential companies anticipating to build or relocate to the State of Florida.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Serving as company liaison to partner state agencies to promote collaboration and support business units of EFI, including but not limited to DEO, the Department of Education, the Department of Transportation, CareerSource, colleges, universities, regional planning councils and the Department of Environmental Protection.
- Tracking, researching and offering project management for special requests, especially when made by President/CEO, the Executive Office of the Governor and DEO.
- Responds to requests for assistance from state, federal, and county officials and departments
- Identifying benefits, disadvantages, and omissions in existing state economic development policy frameworks
- Represent EFI on various boards, commissions and advisory groups when assigned
- Liaise with regional planning councils
- Coordinate, when necessary, with DEO to support formation of the Florida Strategic Plan for Economic Development
- Serving as EFI public records coordinator to fulfill requests from the public in compliance with Florida Statutes (Chapter 119).
- Define and curate the Florida economic development ecosystem – identifying primary points-of-contact, building relationships with partner organizations, creating collateral to communicate the ecosystem to the economic development and business communities
- Responsible for multiple workforce strategies including but not limited to Workforce Analytics, Workforce Planning, Workforce and Talent Strategy to attract and retain businesses in Florida.
- Serve as Workplace Strategy Lead, engaging with relevant stakeholders to develop Workplace direction and latest strategic priorities.
- Help support in identification of Workplace opportunities and delivery of solutions for utilization improvements.
- Initiate the development of Workplace design and solutions.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree in Business Administration, Public Administration, or similar courses of study
- Six years' experience relevant to job responsibilities
- Contract management, record keeping, and auditing experience
- Proficient with Microsoft Office software applications
- Ability to define and follow orderly processes with attention to detail

PREFERRED QUALIFICATIONS:

- Master's degree in Business Administration, Public Administration, or similar course of study
- Experience with Salesforce CRM
- Experience with MFiles archival software
- Experience in economic development
- Experience with state and government agency operations
- Experience with accounting functions
- Experience with public procurement process

SUPERVISION: Not applicable

FLSA Status: Exempt

ACCOUNTABILITY: Impact and Scope:

This position impacts EFI as the key liaison to state agencies, manages public records requests, and curates the Florida economic development ecosystem.

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.

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.