



Business Development Manager, Applied Sciences

Blueprint Intergovernmental Agency

Tallahassee-Leon County Office of Economic Vitality

Salary: \$55,827.20 - \$151,507.20/annually

Hiring Rate will generally not exceed \$102,044.80/annually

About the position

This is professional administrative work responsible for managing activities to support economic and business development opportunities in Tallahassee-Leon County specifically within the identified target industry sectors of Applied Sciences/Innovation and Manufacturing. Manages implementation of the strategic actions identified by the Magnetic Taskforce to conduct business intelligence, identify potential customers, build an entrepreneurial pipeline and promote Tallahassee-Leon County as a location for magnetic technologies companies, and attract new companies and investments. Serves as the Executive Director of the Big Bend Manufacturing Agency (BBMA). This is a professional project manager position with a responsibility to work closely with and for the Director of the Office of Economic Vitality (OEV) and under the direct supervision of the Deputy Director for Business Intelligence and Vitality to ensure that all business development programs, projects, and initiatives related to these industry sectors are implemented. This position will involve travel to national, regional, state and other communities.

About OEV

The Office of Economic Vitality (OEV) is an organization that focuses on economic development and aims to ensure accountability, transparency, citizen engagement, and professional management of economic development projects. OEV strives to develop programs and initiatives while coordinating with the community's economic development partners to leverage ideas, innovations, and intellectual capital.

About the Business Intelligence and Vitality team

The Business Intelligence and Vitality team collaborates with business owners, entrepreneurs, site selectors, government officials, and community leaders to achieve the following objectives:

- Attract, retain, and expand businesses
- Promote entrepreneurship and support the formation of new businesses
- Advocate for workforce alignment and development
- Improve the economic development incentive toolbox
- Maximize the impact of OEVs efforts

Who you are

- You meet all the minimum training and experience requirements of the position
- You are incredibly organized, with superb attention to detail and a strong ability to execute
- You are excellent with time management and able to shift tasks and priorities as needed quickly
- You have a knack for working across various roles and teams in a fast-paced, changing environment while remaining flexible, proactive, resourceful, and efficient
- You communicate, perform, and react well under pressure or ambiguity

- You enjoy optimizing processes to make them more efficient
- You are adept at handling sensitive information and situations with care and confidence

Minimum Training and Experience:

Possession of a bachelor's degree in business administration, economics, marketing, engineering or a related field and three years of experience that includes economic development, tech transfer/commercialization, or private sector experience within the applied science or manufacturing or an equivalent combination of training and experience. A master's degree in an area mentioned above will substitute for one year of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

CLOSING DATE: July 5, 2024

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer

315 S. Calhoun Street • Suite 450 • Tallahassee, FL 32301
P: 850.219.1060 • F: 850.219.1098
www.OEVforBusiness.org