

## JOB DESCRIPTION

### Director of Business Creation

**Classification:** Exempt

**Category:** Regular full-time

**Wage Type:** Salary

**Location:** Leesburg, FL

**Reports to:** Chief Growth Officer, CEP

#### About Lake Economic Area Development (LEAD) and the Ocala Metro Chamber and Economic Partnership (CEP)

The Lake Economic Area Development Partnership is a brand-new entity managed by the Ocala Metro Chamber and Economic Partnership. LEAD is a uniquely Lake County organization designed to lead efforts to grow and diversify the Lake County economy while helping to create an identity for Lake County and for the business community.

The Ocala Metro Chamber & Economic Partnership (CEP) works to be the leading voice of business. We strive to improve economic prosperity with our key areas of focus Business Attraction, Business Retention and Business Creation.

#### Summary/Objective

The CEP has a strong history working with entrepreneurs through its onsite Power Plant Business Incubator as well as programming and services to support business owners. The Director of Business Creation for LEAD will work closely with the CEP's Business Creation team to provide services and programming to Lake County entrepreneurial clients. This position would be expected to work as a part of the LEAD team as well as the CEP's Business Creation Team. The Director of Business Creation is expected to assist with various LEAD programs, meetings and events as available.

#### Essential Functions

- Serve as the primary contact for potential new business owners for Lake County
- Providing information to potential clients including requirements, obligations, and processes
- Develop and maintain a database of services providers
- Complete and file various reports with partners and funders
- Track metrics and benchmarks

#### Interaction

This position works closely with the Director of Business Attraction and Director of Business Retention for LEAD and CEP Support staff. The position is expected to assist with various programs, meetings and events as available.

**Competencies:**

- Facilitation
- Communication
- Problem Solving
- Planning and Organizing
- Ability to Multi-task

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to type, file or lift office supplies up to 40 pounds. The employee is frequently required to stand, talk and hear.

**Expected Hours of Work**

Work hours are eight hours per day, totaling forty hours per week. In general, the normal workday begins at 8:00 a.m. and ends at 5:00 p.m., Monday through Friday, which allows one hour for lunch. However, duties of this position may require the incumbent to be available beyond the traditional work hours, subject to the CEP's Overtime Policy.

**Travel**

Local travel to various partner businesses and event venues is required.

**Other Duties**

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.

**Date Created/Revised:** August 23, 2022

