



## **DIRECTOR-LATINSF**

This San Francisco-based position is an opportunity for a highly motivated individual who possesses a passion for international development to join a high-profile economic development organization.

The San Francisco Center for Economic Development in partnership with the Office of Economic and Workforce Development (OEWD) is seeking an experienced Director to develop and manage a business attraction and retention effort for San Francisco focusing on companies in and from Latin America.

### Responsibilities:

- Execute a marketing strategy focused on attracting Latin American businesses to San Francisco
- Attract and recruit Latin American businesses to San Francisco and develop and track qualified leads
- Assist Latin American companies in navigating the various regulations and requirements necessary to establish a business in San Francisco
- Provide assistance and a range of professional services to assist inbound clients
- Provide assistance and introductions to San Francisco-based firms seeking business opportunities in Latin America
- Manage relationships with partner organizations; government and private sector entities in San Francisco; and State and Federal governments in the U.S. and Latin America
- Develop and deliver sector-focused San Francisco sales presentations
- Manage reporting requirements

### Requirements and Experience:

Candidate should have significant experience managing and implementing an economic development and job growth program; excellent communication and presentations skills; and previous experience working in Latin America, combined with the following requirements.

- Minimum of 5 years' experience in a business development position combining International experience
- Fluent in written and spoken Spanish (Portuguese language skills a plus)
- Proven experience as a client relationship manager
- Minimum Bachelor's college degree (emphasis in International Studies a plus)
- Advanced computer skills and social media expertise required
- Well-organized, self-starter
- Business plan development including; program development and fundraising strategy
- This is a full-time, exempt position offering a competitive salary and benefits.

### How to Apply:

**Send resume with cover letter and salary requirements to [info@sfced.org](mailto:info@sfced.org) or mail to:**

San Francisco Center for Economic Development  
235 Montgomery Street, Suite 760  
San Francisco, CA 94104

**NO PHONE CALLS OR DIRECT INQUIRES PLEASE!**