Business Development Consultant I

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National Entrepreneur Center:

Empowering Entrepreneurs to succeed through education, resources, and support. At the National Entrepreneur Center (NEC), we are dedicated to providing entrepreneurs with the tools and knowledge they need to thrive. Our comprehensive programs and services cover everything from business planning and funding to marketing and networking. Join us today and take your entrepreneurial journey to the next level.

The Opportunity:

Under the direction of the Director, Business Development (NEC President), this position is responsible for increasing the awareness, reach, and financial support of the National Entrepreneur Center (NEC), utilizing a variety of marketing, management, and administrative and interpersonal skills. This position builds and maintains mutually beneficial relationships with external vendors, organizations, and officials to ensure program goals and objectives are met. This position works actively to seek, attract, and maintain external funding relationships to support the program. The Consultant I provides consulting services, seminars, and workshops for small business owners.

This is a Contract and Grant (C&G) funded position. Employment is subject to availability of funding and may cease at the time funding for this employment is depleted.

Responsibilities:

- Actively grow the awareness, reach, and financial support of the National Entrepreneur Center (NEC) utilizing a variety of marketing, management, administrative, and interpersonal skills.
- Identify, qualify, and secure financial sponsors, grant opportunities, and community partners for the NEC.
- Work with NEC President in all aspects of administration, coordination and tracking of incoming inquiries, request for service, investors, and potential investors.
- Create initiatives to build, maintain and/or enhance relationships between NEC and its stakeholders, resource partners, community partners, and potential sponsors.
- Work with NEC Management with regards to grant writing, implementation and stakeholder reporting.

- Participate in the development and delivery of NEC marketing materials. Develop presentation materials and maintain a library of current promotional materials.
- Plan, organize, and conduct outreach efforts, networking events, and public presentations to promote NEC and its service lines: BizLink Orange and the Central FL International Trade Office over a six-county region.
- Deliver facility tours, public presentations, and/or workshops as required on behalf of the NEC and its resident resource partners.

Minimum Qualifications:

Bachelor's or Master's degree and 0+ years of relevant experience, or an equivalent combination of education and experience pursuant to Fla. Stat. 112.219(6).

Preferred Qualifications:

- Experience in or exposure to fundraising, sales, marketing, or other customer-facing roles such as retail, hospitality, volunteer fundraising, or community/campus leadership.
- Demonstrated involvement in projects, events, or volunteer activities that show collaboration, follow through, and readiness to grow in a development focused role.
- Ability to build and maintain professional relationships with donors, community partners, business leaders, or similar stakeholders, coupled with confident and polished communication skills.
- Proficiency with Microsoft Office Suite and a willingness to learn new tools; familiarity with programs like Canva, Adobe Creative Suite, or AI-based tools is a plus.
- Prefer candidate with the ability to communicate in both English and Spanish in order to work effectively with customers and team members.
- Strong written, verbal, and presentation skills, including creating basic outreach materials, presentations, or marketing content.
- Creative problem-solver with enthusiasm for generating new ideas, engaging with the community, and contributing to events or outreach efforts.

Special Instructions to the Applicants:

This position will work for the National Entrepreneur Center in downtown Orlando.

The anticipated salary range for this position is $56,030-$61,633. The final salary will be determined based on the candidate's qualifications, experience, and internal equity considerations.

Applicant must be authorized to work for any U.S. employer, as sponsorship is not available for this position, now or in the future.

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Are you ready to unleash YOUR potential?

As a next-generation public research university and Forbes-ranked top employer in Florida, we are a community of thinkers, doers, creators, innovators, healers, and leaders striving to create broader prosperity and help shape a better future. No matter what your role is, when you join Knight Nation, you'll play an integral role at one of the most impactful universities in the country. You'll be met with opportunities to connect and collaborate with talented faculty, staff, and students across 13 colleges and multiple campuses, engaging in impactful work that makes a positive difference. Your time at UCF will provide you with many meaningful opportunities to grow, you'll work alongside talented colleagues on complex projects that will challenge you and help you gain new skills and you'll have countless rewarding experiences that go well beyond a paycheck.

Working at UCF has its perks! UCF offers:

- Benefit packages, including Medical, Dental, Vision, Life Insurance, Flexible Spending, and Employee Assistance Program
- Paid time off, including annual and sick time off and paid holidays
- Retirement savings options
- Employee discounts, including tickets to many Orlando attractions
- Education assistance
- And more...For more benefits information, view the UCF Employee Benefits Guide.

Dive into our Total Rewards Calculator to discover the diverse selection available to you, giving you a glimpse into the benefits that together shape your comprehensive rewards package at UCF.

Unless explicitly stated on the job posting, it is UCF's expectation that an employee of UCF will reside in Florida as of the date the employment begins.

Department

University Relations - National Entrepreneur Center

Work Schedule

Monday-Friday; 8:00 AM to 5:00 PM. Some evenings required to support NEC initiatives.

Type of Appointment

Regular

Expected Salary

$56,030.00 to Negotiable

Job Posting End Date

02-15-2026-12-00-AM

As a Florida public university, the University of Central Florida makes all application materials and selection procedures available to the public upon request.

UCF is proud to be a smoke-free campus and an E-Verify employer.

If an accommodation due to a disability is needed to apply for this position, please call 407-823-1336 or email onac@ucf.edu.

For general application or posting questions, please email talent@ucf.edu.
Your assistance with the University of Central Florida's Affirmative Action Plan implementation is appreciated. The University collects VOLUNTARY declarations of race and gender and uses the information to compile statistics on recruitment success. If you choose to assist, your demographic information will be used only for affirmative action. The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.