

POSITION ANNOUNCEMENT

Job Title: Project Manager

A Full-Time Position

For

The Chambers County Development Authority

Located in

Lanett, Alabama

Announcement Date:

06/14/21

Synopsis:

This position is responsible for planning, organizing, monitoring, managing, and evaluating economic development activities for The Chambers County Development Authority. The position will be focused on providing overall assistance to the economic development team working to support new and potential project activity, as well as gaining and maintaining a high-level working knowledge of the area's marketable assets, building and site characteristics, regional value proposition, and local and state incentives. This position will manage projects assigned by the Executive Director related to product development, new business/industry opportunities, start-ups, existing industry expansions, and property maintenance. The Project Manager will play a key role in development and implementation of new business recruitment strategies, oversight of business retention efforts, data analysis and acquisition, and overall project management.

Essential Job Functions:

- Assist with strategic economic development initiatives for the Chambers County Development Authority.
- Markets and promotes Chambers County as a strong business location at various industry conferences, tradeshow, events, etc. (virtual or in-person)
- Prepares responses to proposals and inquiries by companies, consultants, and economic development allies.
- Assist new companies that have had recent project announcements by providing support and serving as a liaison between the company and various local and state agencies.
- Work with the Executive Director and other staff, formulate incentive packages, prepare analysis and estimates of public resources and funds, and assist in the negotiation of final terms with corporate executives and representatives.
- Assist with developing forms, procedures, and agency administrative rules for incentive programs in accordance with the law.
- Generate reports as needed regarding the performance of the Chambers County Development Authority's existing and future incentive programs.
- Assist with tracking, reviewing, and analyzing Development Authority-related incentive legislation.
- Provide support with the retention and workforce development strategies to assist existing industries and local businesses.
- Work closely with local, regional, and state economic development allies, site location consultants, real estate brokers, and others to generate leads.
- Work closely with city, county and state government agencies to organize necessary initiatives to promote economic development in Chambers County.
- Under the direction of the Executive Director, coordinate and participate in prospect visits.
- Assist in creating and editing information for internal and external client-centered presentations.
- Analyze the physical and economic feasibility of proposed projects.
- Provide existing industry outreach, schedule visits with companies (virtual or in-person), complete industry surveys, and identify companies with expansion plans or any possible closings/downsizings.
- Assist with the maintenance of the current inventory of available commerce and industrial building sites.
- Assist with updating and maintaining the Development Authority's online presence.
- Assist with the development and maintenance of appropriate databases to support economic development activities, as needed.
- Manage prospect tracking, and reports progress to leadership.
- Accurately assess project needs and seek to provide real solutions.
- Complete special projects, as assigned by the Executive Director.

Work Habits:

- Comply with all policies and procedures as set by the Chambers County Development Authority.
- Possess the ability to maintain strict confidentiality with Development Authority business. May be required to sign non-disclosure agreements for certain projects.
- Plan daily/weekly work schedule.
- Interact professionally with co-workers, the general public, government officials, and others as required.
- Manage projects from start to end in a timely and highly professional manner.

Job Requirements:

Required Knowledge, Skills, and Abilities:

- Project Management and Organizational Skills: Position will require project management and organizational skills related to scheduling, coordinating, managing, and implementing economic development projects of varying degrees of difficulty, size and complexity.
- Ability to solve problems and provide analysis.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently or in a team environment.
- Ability to analyze legislation.
- Ability to conduct research.
- Ability to follow established laws, policies, and procedures.
- Ability to act as both a lead and support role in economic development projects.
- Ability to manage projects concurrently and meet deadlines.
- Ability to work flexible hours based on project needs.
- Computer software skills: Microsoft Office Suite, including expert skills in Excel and PowerPoint; Adobe Suite.

Preferred Knowledge, Skills, and Abilities:

- Competency with Salesforce, Google Earth, RealX, Impact Dashboard, ESRI, and GIS mapping tools.
- Efficiency with social media, including Facebook, Instagram, Twitter, LinkedIn and YouTube.
- Ability to learn new and emerging technology related to economic development.

Education/Experience:

- Bachelor's Degree in business, economics, public administration, or related field is preferred.
- Three to five years of experience in project management, economic development, or a related field; or
- Equivalent combination of education and experience.

Additional Requirements:

- Must be a Chambers County resident within three months of hire.
- Must have a valid driver's license.
- Background check will be required.
- Must be willing and have credentials to travel out of state and internationally.

Salary and Benefits:

- Salary will be based on experience.
- Employees are offered a competitive benefits package which includes health and dental insurance, paid annual and sick leave, paid holidays, and Retirement Systems of Alabama.

Application Process:

- Interested applicants can email their resume and references to ccook@chambersida.com or mail to PO Box 269, Lanett, Alabama 36863. All resumes are due for consideration on or before June 30, 2021.

The Chambers County Development Authority is an Equal Opportunity Employer