



The Shoals Economic Development Authority (The Shoals EDA) is an economic development organization in Northwest Alabama, representing Colbert and Lauderdale Counties. The Shoals EDA, which is an established public/private partnership, provides assistance to companies planning new or expanded facilities, serving as a point of contact to the private sector and local, state, and federal government entities that support a company relocation or expansion decision. The Shoals EDA is focused on ensuring the region leverages every asset to compete and win the right business, industry, and economic opportunities for our area.

### **Position: Project Manager**

#### ***Job Description:***

The Project Manager will be responsible for planning, organizing, monitoring, managing and evaluating economic development project activities for The Shoals EDA. Specifically, under the general direction of the Vice President of The Shoals EDA, the Project Manager 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 Vice President related to product development, new business/industry opportunities, start-ups, existing industry expansions, and property maintenance.

### **Key Job Responsibilities**

#### ***New/Existing Business***

- Prepares responses to proposals and inquiries by companies, consultants, and economic development allies
- Under the direction of the Vice President, coordinates and participates in prospect visits
- Working with the Vice President and other staff, formulates incentive packages, prepares analysis and estimates of public resources and funds, and assist in the negotiation of final terms with corporate executives and representatives
- Assists in creating and editing information for internal and external client-centered presentations
- Responds to local requests for small business assistance and support



- Assists 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
- Provides support with retention and workforce development strategies to assist existing industries and local businesses.

#### *Relationship Building*

- Develops and maintains relationships with local and state economic development allies, utility partners, elected officials, consultants and other site location professionals

#### *Database Management*

- Assists with the maintenance of the current inventory of available commercial and industrial buildings and sites
- Assists with the development and maintenance of appropriate databases to support economic development activities, as needed
- Completes special projects, as assigned
- Informs leadership of project status

#### Job Requirements (Skills and Education/Experience)

##### *Skills*

- **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.
- **Social and Interpersonal Communication Skills:** Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction. Additionally, the position will require the ability to develop and maintain effective professional relationships with statewide, regional and utility economic development partners and business leaders.



- Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span potentially, long and constantly evolving timelines. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The ideal candidate will possess the following competencies:

- Project Management Skills
- Organizational Skills
- Problem Solving/Analysis
- Collaboration Skills
- Communication Proficiency

Education/Experience

- Bachelor's Degree is preferred; or
- Three to five years of experience in project management, economic development, or a related field; or
- Equivalent combination of education and experience.
  
- Past economic development experience preferred but not required.

Salary/Benefits

- Competitive salary based on experience
- Personal health and dental insurance coverage
- Participation in Retirement Systems of Alabama (RSA)

**Please send resumes or inquires to [kevin.jackson@seda-shoals.com](mailto:kevin.jackson@seda-shoals.com)**