

Morgan County Economic Development Association: Project Manager Job Description

The Project Manager coordinates, directs, and implements programs and projects that support technological and industrial development, workforce development, retention and attraction of and assistance to domestic and international businesses, and/or other economic development, redevelopment, or capital improvement programs or projects. The Project Manager reports to the MCEDA President & CEO, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that the Project Manager establishes and maintains effective working relationships with various partners in business and community organizations, and the public. Some travel is required.

Responsibilities:

- Attend meetings of public boards and commissions as a representative of MCEDA; provide reports and proposals for use in public meetings.
- Participate in the development of MCEDA's annual budget; forecast funds needed for staffing, equipment, materials, travel, and supplies.
- Research the economic development needs of the county; recommend the establishment of economic development goals and priorities; develop and prepare effective marketing brochures and other materials that provide a clear definition of the County's advantages, needs and requirements.
- Communicate the elements of the County's economic development strategy to diverse groups; build consensus as a facilitator of this strategy.
- Engage in a variety of activities designed to retain local industries and attract outside businesses to complement the local economy; coordinate the retention activities of industrial, and technological enterprises in Morgan County.
- Initiate contact with businesses interested in investing in the community; initiate efforts to attract businesses that meet the County's job requirements and also match the skills and needs of current residents.
- Analyze the needs of present and prospective employers; coordinate efforts to address these needs with the private industry and local educational institutions; work with local business support groups to assist in meeting public and private goals.
- Serve as the liaison between the County and the business community to develop and maintain a viable business and economic climate; establish and maintain communications and cooperative efforts with local businesses and business organizations.
- Build and maintain relationships with lead generating organizations and other partners to encourage investment in Morgan County through project location or expansion opportunities.
- Remain engaged in workforce development efforts throughout the region and support efforts to grow a skilled and available workforce.
- Support the Morgan County Port Authority through management of wharfage documents, quarterly reports, and other needs of the port operator and leases.
- Provide reports on wharfage fees, facilities, and funding to the Port Authority Board.
- Adhere to all sunshine laws associated with the Port Authority.

Qualifications:

- Bachelor's Degree in business, public administration, urban planning, or related field

- Prior experience in economic development, city planning, local government, building/development review, small business assistance, development finance or commercial and/or industrial real estate. A combination of multiple aspects of these experiences and/or experience in the public sector is desired.

Summary of Salary and Benefits

- Competitive base salary dependent on qualifications and experience
- Employee Blue Cross Blue Shield Medical & Dental Insurance
- ACCE Death and Long-Term Disability Insurance
- Aflac Accident Insurance Policy
- Participation in company 401k program after one year of employment
- Use of company car
 - Personal mileage to be reimbursed quarterly

The Morgan County Economic Development Association is an Equal Opportunity Employer.