

## **Limestone County Economic Development Association Project Manager Job Description**

### **POSITION OVERVIEW**

LCEDA is seeking qualified candidates for a Project Manager position that will provide business recruitment, existing industry support and project management activities that support retail, commercial, office and industrial development and workforce development in Limestone County, Alabama. The incumbent will coordinate with local, county, state and federal elected officials, private developers, engineering and construction firms and others to develop and maintain property and projects that meet economic development strategic goals in Limestone County. 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. The position reports directly to the President.

### **RESPONSIBILITIES**

- Attract and assist domestic and international businesses including the development of incentives, business assistance, retention, expansion, workforce development and financing
- Respond to proposals and inquiries by companies, consultants, state allies and others looking for available land or buildings in Limestone County
- Maintain a working knowledge of economic development incentives, sites and buildings and statistical data to support RFI and RFP development.
- Maintain databases for property inventory, industrial companies and POC's within those organizations.
- Provide logistical support to marketing and workforce events, staff travel, and assistance to prospect companies.
- Participate in LCEDA's existing industry visitation and retention support initiatives
- Advise appropriate entities in regard to develop and redevelop of industrial parks, facilities and infrastructure.
- Participate in the conceptual development of construction projects and oversee organization, scheduling, and implementation
- Negotiate and secure land acquisitions
- Solicit development proposals and negotiate development contracts and plans with private developers
- Perform economic development ombudsman duties with City and County Departments on behalf of companies and private developers
- Meet, coordinate and speak with citizen committees, special interest groups, non-profit organization and neighborhood groups concerning economic development issues
- Attend meetings of public boards and commissions as a representative of LCEDA; provide reports and proposals for use in public meetings.

- Participate in the development of LCEDA'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.
- 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.
- 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 Limestone 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.
- Willingness to work a flexible schedule and occasional overnight travel as required
- Other duties as required

## **QUALIFICATIONS**

- A Bachelor's Degree in economic development, marketing, public or business administration, engineering or a related field is preferred.
- Prior professional experience with an emphasis in economic development, workforce development, public or commercial development, construction, project management, marketing, real estate, business assistance and/or public/private finance is required. A combination of multiple aspects of these experiences and/or experience in the public sector is preferred.
- Experience in a position working independently
- Experience in a position analyzing information to solve problems
- Experience in a position interpreting and communicating information written and orally
- Experience in a position developing and maintaining relationships
- Experience in a position requiring negotiation skills
- Experience in a variety of computer applications including, but not limited to Microsoft Office Software, including Word, Excel and PowerPoint and Outlook is required

In addition, applicants must be eligible to work in the United States and have a valid driver's license and an acceptable driving record. Before being hired, applicants will be required to complete a drug screen, background and credit check.

Please submit a resume' and three reference letters to Bethany Shockney at [bshockney@lceda.com](mailto:bshockney@lceda.com) or LCEDA, 101 South Beaty Street, Athens, AL 35611. Selection process will begin May 20 until the perfect candidate is selected.