



Job Title: Project Manager	Location: Decatur, Alabama
Reports To: President/CEO and Vice President	FLSA Classification: Full-Time, Exempt
Job Type: Onsite	Requires Travel (Y/N): Yes

Organization Overview

The North Alabama Industrial Development Association (NAIDA) is a regional industrial development organization founded in 1949. Our mission is to facilitate the creation of quality jobs for the residents of North Alabama. NAIDA serves 12 counties that receive electric power from the Tennessee Valley Authority (TVA). As a non-profit 501(c)(6) organization, NAIDA is guided by a Board of Directors composed of representatives of local electric power distributors and the TVA. Our region remains a leader in economic development success.

Position Summary

The Project Manager will play a crucial role in supporting the strategic goals of NAIDA. The Project Manager will report to and work closely with the President/CEO and the Vice President and will provide administrative support to the Administrative Assistant as needed. This position requires a personable and proactive team player who can handle a variety of duties, from event planning and logistics to marketing and relationship development. The Project Manager will assist in organizing conferences, marketing trips, trade shows, and prospecting efforts while maintaining strong relationships with NAIDA board members, local economic development representatives, consultants, and corporate partners.

Project Manager is a Full-Time, Exempt position based on-site in the Decatur office from 8:00am-5:00pm on weekdays, with an average of one (1) week of travel per month. Most travel will be by car within the North Alabama region and will not require overnight stays. Some travel, e.g. trade shows and conferences, will require air travel and overnight stays. .

Position Responsibilities

Marketing & Prospecting:

- Collaborate with the President/CEO and Vice President to develop marketing strategies, including digital marketing and event marketing, e.g. trips and travel calendars for conferences, trade shows, and other marketing opportunities.
- Assist with planning and executing prospecting trips and meetings with consultants, prospective companies, and other contacts.

- Represent NAIDA at various functions, conferences, and events, including those organized by the Economic Development Association of Alabama (EDAA), Southern Economic Development Council (SEDC), International Economic Development Council (IEDC), and Select USA.
- Support prospect visits to the North Alabama region as needed.

Relationship Management:

- Maintain strong working relationships with NAIDA Board members, local economic development representatives, consultants, and corporate partners.
- Identify potential prospects through networking and relationships within the industry.

Presentations & Public Relations:

- Develop and deliver presentations to prospects, civic and public groups, and NAIDA board members.
- Attend industry events, trade shows, and conferences to represent NAIDA and build relationships with site location consultants and other stakeholders.

Event Planning & Coordination:

- Assist with the preparation and logistics for NAIDA update luncheons, including managing name badges, menus, room selection, travel, and other event details.
- Coordinate arrangements for trade shows, including booth space and other logistics.
- Support the planning and execution of the annual North Alabama Economic Development (ED) Conference.
- Assist in organizing quarterly NAIDA board meetings and ensuring all logistics are handled efficiently.

Administrative Support:

- Assist with general administrative duties as needed, including utilizing Microsoft Office Suite (Word, Excel, PowerPoint) and research tools such as Chmura/JobEQ and GEOThinQ.
- Perform additional duties as assigned by the President/CEO and Vice President.

Knowledge, Skills, and Abilities

- Familiarity with the Tennessee Valley Authority (TVA) service region
- Working knowledge of trade shows, conferences, and related logistics
- Strong time management skills with the ability to prioritize and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong written and verbal communication skills for presentations and public relations
- Ability to deliver presentations to a variety of audiences, including board members and prospects
- Excellent relationship management skills for maintaining and building relationships with board members, partners, and prospects.
- Comfort in traveling alone and adapting to varying travel demands within the North Alabama region and beyond.

Qualifications

- Bachelor's Degree in Business, Real Estate, Marketing, Public Relations, or related programs
- Minimum of two (2) years of experience in a professional work environment, preferably in economic development, marketing, sales, or public relations

Preferred Experience

- Strong understanding of economic and industrial development principles
- Knowledge of research tools such as Chmura/JobsEQ and GEOThinQ
- Ability to use social media and basic graphic design applications, e.g. Canva

Travel Requirements

The Project Manager will work on-site in the Decatur office from 8:00am-5:00pm on weekdays, with an average of one (1) week of travel per month. Most travel will be by car within the North Alabama region and will not require overnight stays. Some travel, e.g. trade shows and conferences, will require air travel and overnight stays.

The Project Manager will usually travel with at least one other NAIDA team member but may sometimes travel alone. The Project Manager must be comfortable traveling alone and must be able to lift and carry trade show and related materials, up to 100 lbs.

Physical Demands

- Must be able to lift and carry or otherwise move 50-100 pounds occasionally
- Must be able to operate a vehicle
- Must be able to operate a computer and mobile device
- Must be able to remain in a stationary position for several hours at time during air travel

Salary & Benefits

NAIDA offers a competitive salary and benefits package, including health insurance, retirement contributions, and paid time off.

Salary range: \$50,000 - \$60,000, depending on experience.

Application Instructions

Interested applicants should apply via LinkedIn: <https://www.linkedin.com/jobs/view/4056145846>

Equal Employment Opportunity Statement

NAIDA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.