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Golden Triangle Development LINK Announces Position Opening

Position: Project Manager

Location: Columbus, Mississippi

Primary Duties and Responsibilities:

- Conduct research for potential leads for retail and industrial prospects
- Conduct research for technology and data systems used in office
- Maintain existing facilities and sites databases for three-county region
- Maintain data on demographics, property and infrastructure
- Complete formal and informal Requests for Information (RFI)
- Prepare for and participate in site visits
- Respond to day-to-day requests for economic development-related information
- Perform demographic, infrastructure, marketing and grant research
- Assist in preparation of presentations for GTR LINK and community organizations
- Maintain accurate, up-to-date information for website and marketing materials
- Maintain close working relationship with local, state and federal development partners
- Attend meetings, workshops, forums and other functions as deemed by supervisor
- Provide administrative support to Lowndes County Industrial Development Authority
- Develop and actively pursue a Personal Development Plan under the guidance of CEO
- Position reports to Chief Operating Officer

Preferred Training and Experience:

Bachelors degree and minimum 2-years experience in professional environment related to economic development. Candidates with backgrounds in finance, communication, business or data analysis are encouraged to apply. Preference may be given to candidates who have attained or are in progress toward CEcD.

Preferred Experience with: ESRI Business Analyst, Maptitude, JobsEQ, Adobe Creative Suite, Microsoft Office

Salary Range: Commensurate with experience. Full benefits package and position is eligible for performance bonus.

Application Deadline: Friday, September 1, 2017 or until position is filled.

To Apply: Submit cover letter and resume in PDF format to:

Macaulay Whitaker

VP, Internal & External Affairs

mwhitaker@gtrlink.org

About the Organization: The Golden Triangle Development LINK is the nationally-recognized, regional economic development organization for Clay, Lowndes and Oktibbeha counties. Located in northeast Mississippi, the GTR LINK's current record of investment totals \$5.9 billion and nearly 6,000 jobs.