

COMMUNITY DEVELOPMENT FOUNDATION JOB DESCRIPTION

JOB TITLE: Economic Development Project Manager

CLASSIFICATION LEVEL OR SALARY RANGE:

HOURS: 8:00 am –5:00 pm Monday – Friday or until a responsibility or task is completed.

DIVISION: Economic Development and Planning

SUPERVISOR: Senior Vice President of Economic Development

SUMMARY: Manages or assists in economic development and planning related projects. The position directly contributes to the team's success in prospecting, recruiting, and locating new businesses to the County. The position assists in the management on the construction, renovation, alteration, and/or expansion of CDF owned or marketed facilities. The position also does preliminary research and responses for new and existing projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but not limited to the following.

- Coordinate marketing trips and events with economic development partners, site selection consultants, real estate brokers, and target industries.
- Conduct research on prospective companies, targeted industries, and competitors.
- Maintain accurate and update available building and site database and information on CDF, MDA, and TVA's websites.
- Assist in the development of project packets, presentations, proposals, and other marketing materials.
- Attend workshops, training conferences concerning the performance of these essential duties and responsibilities.
- Conduct site visits and analysis for local private projects in Lee County and attend Board meetings as necessary.
- Conduct research on planning and growth issues relevant to Lee County.
- Research funding opportunities and aid with the preparation of grants and funding requests for local projects,
- Management of grant and funding opportunities.
- Assist in economic trend research and analysis for region and for target market sectors.
- Perform special area and sector studies, research special issues, and generate supporting documentation for planning and economic development functions;
- Develop and update GIS based maps and databases, and zoning and planning maps;

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree or higher in planning, engineering, architecture, or a related field is preferred, with experience in economic development and project management also preferred. Experience in ArcGIS, AutoCAD, and Adobe Suite software preferred, with training on the job available.

Communication Skills:

An employee will have the ability to maintain accurate records of all activities in preparing reports as required for documentation of such activities. Ability to prepare

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written inspection reports for each project. Ability to research information thoroughly and efficiently to meet deadlines provided. Ability to design and develop effective client/community presentations efficiently to meet time sensitive deadlines. An employee will have the ability to explain his or her functions and operations to members of CDF, public officials, outside agencies, and general public. The ability to present and effectively communicate messages to the public, clients, and CDF members.

Technical Skills:

Must possess the ability to use and operate computer software programs such as ArcGIS, AutoCAD, Microsoft Office products and Adobe Suite products. Ability to review plans, drawings, blueprints and written specifications to determine compliance of such documents and plans.

Reasoning Ability:

Ability to work independently of direct supervision in the field and make important decisions exercising technical judgment. Will be a highly visible representative of the Community Development Foundation with the general public, therefore, must possess the ability to meet and interact with the members of CDF, public officials, and general public on a professional level.

Certificates, Licenses, Registrations:

The employee utilizes a vehicle in the performance of duties and must have a current Mississippi driver's license and must be insurable as a licensed driver for both liability and comprehensive (collision) insurance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to handle or feel objects, building and site plans. During all inspections, the employee is required to stand, walk, sit, reach with hands and arms, bend, stoop, kneel, or crawl. Economic development projects can require extensive physical efforts in terms of walking, climbing, and exposure to heights.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. A significant amount of the job's time may be spent outdoors in all weather conditions.

SALARY: Compensation will be commensurate with experience and technical abilities.