

Position Description

Position Title: Project Manager

Department: Economic Development

Classification: Full-Time

Job Grade: Grade 3

Status: Exempt (Salary)

Supervisor: Vice President, Regional Economic Development & Talent

Location: Chamber Headquarters

Position Reports To: Vice President, Regional Economic Development & Talent

Position Supervises: N/A

Position Purpose

Under minimal supervision, responsible for managing all economic development attraction efforts.

Essential Project Management Functions and Basic Duties:

- Responsible for all lead/project follow up – ensuring timely updates to the economic development CRM of all communications.
 - Responsible for tradeshow attendance to generate attraction leads as well as cold calling targeted businesses.
 - Responsible for all lead visits, ensuring proper coordination with other staff members.
 - Serve as the staff lead on all economic development project proposals.
 - Serve as the staff lead for all marketing outreach, providing the Economic Development Marketing Coordinator with ideas on new collaterals needed and updates to existing collateral pieces.
 - Serve as Chamber liaison on all lead generation contracts.
 - Responsible for communicating partnership/President's Club information upon project closings.
 - Maintain relationships with lead aggregators, including but not limited to Cabinet for Economic Development, real estate consultants, TVA sector representatives, etc.
 - Responsible for maintaining current contact list of individuals/departments that are needed to close deals (permitting – all types, taxes, bonds, etc.)
 - Perform other work as requested.
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Qualifications:**Training and Experience:**

Bachelor's Degree or higher education in related field required. Two (2) years relevant experience in construction/property development preferred.

Special Requirement(s):

- Possession of a valid driver's license.
- Ability to be bonded.

Special Knowledge, Skills and Abilities:

- Knowledge and experience in the field of commercial real estate and infrastructure related to sites.
 - Knowledge and experience with GIS systems and databases for marketing.
 - Ability to present ideas and reports clearly and coherently.
 - Excellent organizational and administrative skills to manage multiple projects.
 - Excellent communication skills.
 - Ability to work with and meet deadlines.
 - Ability to maintain the confidentiality of any information encountered.
 - Requires strong math and analytical skills.
 - Ability to make judgments serving the organizations' best interests.
 - Ability to establish and maintain effective working relationships with employees, directors and clients.
 - Ability to operate a variety of office equipment, including but not limited to, computer, printer, calculator, photocopy machine, fax machine, telephone, and vehicle.
 - Experience with various software and/or Windows based applications including but not limited to, word processing, spreadsheets, internet research, and email applications..
 - Ability to embrace change and respond to daily situations that arise.
 - Ability to handle multiple tasks required of a small office environment.
 - Possesses and utilizes the following traits: initiative, resourcefulness, thoroughness, accuracy, tact, firmness, sound judgment, and integrity.
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Physical Activities and Requirements of the Position:

Finger Dexterity: Using fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

Talking: Must frequently convey detailed or important information, instructions, or ideas accurately, easily audible, and quickly.

Average hearing: Able to hear average or normal conversations and receive ordinary information.

Repetitive Motions: Movements frequently and regularly require using the wrists, hands, and/or fingers as well as legs.

Average Visual Abilities: Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Physical Strength: Combination of sitting, standing and moving around the office, the Kentucky Transpark, and the community at large. Ability to move objects weighing up to 50 lbs. Overseeing the grounds of the Kentucky Transpark will require moving around the entire Transpark in a vehicle and on foot, requiring walking long distances outdoors.

Working Conditions: Work performed in an office environment. Many days involve sitting for long periods of time at a desk or workstation. Regular and prolonged work looking at a computer screen. Overseeing projects will require moving around in a vehicle and on foot, Will occasionally require walking long distances outdoors. Work can be stressful and pressured by deadlines. Work week will occasionally exceed 40 hours.

Mental Activities and Requirements of the Position:

Reasoning Ability: Ability to apply common sense understanding to carry out detailed instructions and to deal with problems involving variables.

Mathematics Ability: Ability to perform basic math skills including adding, subtracting, multiplying and dividing two digit numbers; to perform complex mathematical calculations; to perform the four basic arithmetic operations with money; to perform operations involving allocations.

Language Ability: Ability of average to above-average vocabulary and to read at an average rate; define unfamiliar words in dictionaries and other references and resources for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation, and use of adjective and adverbs. Ability to communicate in complete sentences; using normal word order with present and past tenses; using a good vocabulary.

Intent and Function of the Job Description

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Job descriptions are an integral part of any effective compensation system.

All descriptions contain only essential functions. Basic duties have been included. Peripheral tasks, only incidentally related to the position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the job. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the employer.

This job description is not intended as and does not create an employment contract. The employer maintains its status as an at-will employer. Employees can be terminated at any time for any reason not prohibited by law.

The Bowling Green Area Chamber of Commerce reserves the right to revise this Position Description as it deems necessary.

Interested applicants should send a cover letter and resume to Meredith Robinson, COO & CFO of Bowling Green Area Chamber, Meredith@bgchamber.com.