

Available Position:

Project Manager

One East Kentucky, a privately funded 501(c)(3), regional economic development organization covering nine counties in the east Kentucky "Coal Fields" region, is seeking an individual to fill the position of Project Manager. The organization represents the following counties: Floyd, Knott, Johnson, Lawrence, Letcher, Magoffin, Martin, Perry and Pike.

ABOUT THE POSITION:

Under the direction of the One East Kentucky President and CEO, the OEK Project Manager performs a variety of professional project management duties involved in coordinating regional and organizational projects.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Develops and maintains good working relationship between OEK and regional partners
- Interacts with appropriate city and county departments as required
- Responds to and works with consultants and prospects of OEK
- Creates and maintains comprehensive project files for all industrial projects
- Develops appropriate marketing and branding material for prospects, existing projects and advertising campaigns
- Attendance at Industrial Development Board Meetings, Workforce Development Meetings as well as other regional meetings as required
- Assist President & CEO with business development and attraction activities
- Assist in preparation of bi-monthly OEK Board Meetings
- Coordinate investor relations activities
- Maintain regular attendance and work varied hours, with possible conference, association and business travel required
- Research tax, utility and industry information for prospects
- Complete Cost/Benefit Analysis for regional projects
- Assist President & CEO with creation of and follow-up with new industrial leads
- As indicated by situation and workload, will occasionally represent OEK at business site visits, trade shows and marketing events
- Manage OEK website and social media
- Perform additional related duties and responsibilities as required
- Grant writing and administration

PREFERRED TRAINING AND EXPERIENCE

- Three (3) to Five (5) years of proven work experience in a public environment related to economic development and/or sales/marketing. Preference may be given to candidates possessing added skills, graduating from Basic Economic Development Course etc.
- Post-Secondary education in business and/or marketing preferred
- Technical and communication skills to perform the duties of this position are required

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KNOWLEDGE, SKILLS AND ABILITIES

- Excellent project and task orientation capabilities
- Data collection and analysis
- Understanding of web based CMS and Social Media Management
- Skills in both written and oral communications
- Ability to exercise sound judgement and make independent decisions when necessary and in accordance with policies and procedures
- Significant skill using software programs such as: Photoshop, Power Point, Excel, Word and other graphic design, presentation and information management programs as necessary.
- Ability to travel within the United States as well as internationally if necessary
- Willingness and ability to participate and complete advanced professional development education
- Quick-start and fast-learning individuals are preferred candidates
- Knowledge of general business practices are a must
- Knowledge of OEK target industries and their respective markets, customer base and support services are a plus.
- Basic principles of business to business marketing
- Working understanding of commercial/industrial real estate terminology
- Ability to think regionally, be a team player

PROCESS & EXPECTED SALARY

The salary range expectation of this position is \$40,000 to \$55,000 annually DOQ. Resumes will be screened, with top candidates contacted for telephonic or skype interviews immediately following July 31st. In-person interviews will follow. Start-date will depend on candidate availability. The individual chosen for this position is required to live within the nine-county region of One East Kentucky and have suitable transportation to and from the OEK offices in Prestonsburg, KY, Off-Site Meetings, etc.

To apply for this position, submit electronically your letter of interest, an updated resume and if you so choose, examples of previous work (not required) in .PDF format by COB July 31st, 2017 to:

Charles Sexton
President/CEO
One East Kentucky
chuck@OneEastKY.com

One East Kentucky is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, gender, age, sexual orientation, or any other status protected by law.