

Project Manager

Augusta Economic Development Authority

The Augusta Economic Development Authority in Augusta, Georgia is seeking a Project Manager to work with state developers, site selection consultants, real estate companies, and existing businesses and to assist in attracting and retaining business. Duties include recruiting confidential prospective businesses and assisting local businesses in retention and expansion issues by providing community information to corporate real estates representatives and site selection consultants, coordination of site visits, and facilities projects through the incentive and approval process.

The position will work closely with the Executive Director in implementing the Authority's recruitment and retention efforts. Responsibilities include all project management activities assigned by the Executive Director, including requests for proposals or requests for information questionnaires submitted by various prospects, preparing proposals or presentations as needed, existing industry visits and conducting site tours during visitations.

The position requires strong organizational, interpersonal, communication skills, ability to develop and maintain strong working relationships with various supportive economic development organizations, utilities, real estate brokers and developers, and general public. Experience in technology transfer will be an added plus, and applicants should provide details of their tech transfer experience.

This position requires a self-motivator with extensive experience working with industrial and commercial businesses, excellent organizational and communication skills, ability to read, understand and develop business plans and complex reports, and work under demanding deadlines. Position requires Bachelors Degree in Business, Marketing, Public Relations, or related fields and three years experience in economic development. Certified Economic Developer status is a plus. Computer experience with working knowledge of Microsoft Word, Excel, and PowerPoint is necessary. Work experience may include those with a development authority, chamber of commerce, state or utility project management, private developers, or work in international business development.

Applications will be accepted prior to July 1, 2009. Salary range depends on qualifications and experience. EOE. Interested candidates should submit a letter of interest, resume, salary history and names and telephone number of three (3) work related references to Walt Sprouse, Executive Director, Augusta Economic Development Authority, Suite 560, Historic Enterprise Mill, 1450 Greene Street, Augusta, GA 30901. wsprouse@AugustaEDA.com