

Job Title:	Project and Business Development Manager
Position Type :	Full-Time
Job Description	
<p>The Douglas County Economic Development Authority is the Economic Development Organization for Douglas County which includes Douglasville, portions of Villa Rica and Austell. We have recently undertaken a Community and Economic Development Strategic Plan which outlines Targeted Business Sectors for our community’s future prosperity. The role of Project and Business Development Manager is to recruit companies that fall within our targets of Advanced Manufacturing, Professional Services and Technology, and Digital and Media Entertainment.</p> <p>This individual will a team first self-starter that will interface directly with strategic economic development partners, businesses, site selection consultants and the real estate community for successful business investment in Douglas County; Furthermore, he/she will play an instrumental role in the redesign or our new website and marketing collateral. This position reports to the Executive Director of the Douglas County Economic Development Authority</p> <p>Duties:</p> <ul style="list-style-type: none"> • Recruit businesses to Douglas County for the purpose of quality job creation and investment • Promote Douglas County as a sound investment for businesses and be a champion for economic development • Be the creator and implementer of tactics to market the community to target sector reps at the global, national, state, and regional levels • Annually produce FAM tours/developer days and other events for our target audience • Be the subject matter expert on target sectors • Generate leads that fit within our targeted business sectors, track the leads and measure probability • Manage, coordinate and track complex economic development projects • Create and give presentations to prospects, board members and partners • Research and compile data for presentations using latest media formats • Manage and execute the Request for Information and Proposals Process through coordination with local, state and regional partners • Engage with existing business leaders identifying opportunities for them to expand their business operations in Douglas County • Build and maintain relationships with key local partners for the purpose of business investment in our community • Utilize spreadsheets for analysis of projects, incentives, pro-formas and impact analysis • Update and maintain property database with utilities, our authority website and be well versed in all real estate options in Douglas County and competing real estate in the region • Be engaged with local and regional organizations directly tied to economic development • Support other functions of the Douglas County Economic Development Authority and the implementation of it’s strategic plan 	

Minimum Qualifications:

- Bachelor's Degree in Business, Economics, Marketing, or related field
- Proficiency in Office Productivity Suite – Word, Excel, PowerPoint
- Excellent Communication, customer service and time management skills
- Ability to conduct professional meetings
- Strong in public speaking
- High Level of Ethical Conduct and a self starter
- Ability to effectively manage confidential details
- 3 to 5 years of economic development or real estate experience

Preferred Qualifications:

- 3-5 years Project Management Experience

Work Schedule:

- Position may require evenings, weekends, and holidays during special projects or emergency situations
- Approximately 20% annual travel required.

Physical Demands:

The physical demands described here are representative of those that must be met by any 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move more than 20 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Interested Candidates should submit a completed resume and cover letter to:

Chris Pumphrey; cpumphrey@developdouglas.com, Douglas County Economic Development Authority