



Georgia Department of Economic Development
Position Announcement

Title:	Associate Project Manager – Statewide Projects	Entry Salary:	\$50,000 – \$55,000, commensurate with experience and ability to meet preferred qualifications
Division:	Global Commerce	Location:	Atlanta, GA (Hybrid, In-Office and Telework)
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, addressing macro level workforce issues, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>The Associate Project Manager – Statewide Projects, part of the Global Commerce Division, focuses on supporting Project Managers and the Director of Statewide Projects with the recruitment of office and industrial companies considering Georgia for an expansion or future location. The position helps to answer prospects’ questions, develops content for marketing materials, assists in preparing for meetings and visits, and performs additional research to support Global Commerce’s mission. The Associate Project Manager assesses the needs of interested businesses in terms of location, space, investment and supply chain. In partnership with local communities, the Associate Project Manager will establish a clear understanding of available sites and buildings across the state and assist with coordinating itineraries for visits to the sites by corporate decision-makers. The Associate Project Manager will serve as a secondary point of contact from the first communication to the day doors open for the facility. Specific duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Learning the state’s incentive programs, pro-business climate, community partnerships, and workforce • Developing a working knowledge of available sites and industries in Georgia • Supporting more senior members of the statewide team on projects to help develop skills and progress as a project manager • Preparing reports, data analysis, and other documents as requested in support of new industry prospect RFI’s in conjunction with the research team • Serving as a primary point of contact to leads generated by Georgia.org • Accompanying project managers when calling on community leaders to build mutually beneficial partnerships • Attending trade shows, conferences, and networking events to generate leads by developing relationships with location consultants and companies • Assist Director of Statewide Projects with developing and tracking marketing budget for the Statewide Project Managers • Initiating and following through with business development efforts targeting prospective companies considering the southeast for expansion, in partnership with state, local, and other officials • Supporting and working with the GDEcD marketing team to ensure project presentations and industry collateral is updated <p>The ideal candidate must thrive in a fast-paced, team environment and be highly organized. They must also use good judgment and have the ability to understand the big picture, anticipate next steps and manage multiple tasks and priorities simultaneously</p>		

Minimum Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in international affairs, economics, real estate, marketing, economic development or a closely related field • Strong oral, written and interpersonal communication skills, research skills and able to establish and maintain effective working relationships with people and organizations. • Able to use Word processing, PowerPoint, Prezi and Excel with speed and accuracy. • Eligible to obtain a valid State of Georgia driver's license within 30 days of employment. • Reside within the Atlanta area or be willing to relocate (at personal expense). • Possess a high level of ethical standards and represent the GDEcD in a professional manner at all times. • Able to learn, understand and explain basics of tax credits, incentive programs, revenue bonds, real estate financing, and governmental agreements. • Able to assimilate and evaluate complex information and data from various sources and adjust recommendations as necessary based on needs. • Must be willing to travel extensively within the state. 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Internship experience with an economic development organization. • Team player with strong team building and team leadership skills. • Persuasive and informative public speaking skills. • Knowledge of how to review business financial statements. • Knowledge of the industries in Georgia and their economic impact. • Knowledge of publicly available data sets and subscription data sources. • Experience utilizing Client Relationship Management systems such as Salesforce, ESRI including ArcGIS and StoryMaps. 		
Travel Required?	Yes, statewide and some within the United States	Nights, Weekends Required?	As necessary
Deadline:	Open until filled; resumes will be reviewed immediately. Apply ASAP.		

Application Instructions: To apply for this position, ***you must submit your résumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer