



Georgia Department of Economic Development
Position Announcement

Title:	Project Manager – Statewide Projects	Entry Salary:	Mid-\$50,000s – Mid-\$60,000s, commensurate with experience and possession of preferred qualifications
Division:	Global Commerce	Location:	Atlanta, GA
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 mission of GDEcD’s Global Commerce division is to market the state for business recruitment, existing business expansion, and small business development. The Project Manager – Statewide Projects, part of the Global Commerce Division, focuses on the recruitment of office and industrial companies considering Georgia for an expansion or future location. The Project Manager assesses the needs of interested businesses in terms of location, space, investment and supply chain. In partnership with local communities, the Project Manager will establish a clear understanding of available sites and buildings across the state and coordinate itineraries for visits to the sites by corporate decision-makers. The Project Manager will serve as the key 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"> • A working knowledge of the state’s incentive programs, pro-business climate, community partnerships, and workforce. • Representing Georgia as the lead point of contact for companies considering locations in the state. • Calling on community leaders to build mutually beneficial partnerships. • Develop a working knowledge of available sites and industries in Georgia • Attending trade shows, conferences, and networking events to generate leads by developing relationships with location consultants and companies. • Participating in business development trips. • Initiating and following through with business development efforts targeting prospective companies considering the southeast for expansion, in partnership with state, local, and other officials. <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>		

<p>Minimum Qualifications:</p>	<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, 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. 		
<p>Preferred Qualifications:</p>	<ul style="list-style-type: none"> • Bachelor's degree in international affairs, economics, real estate, marketing, economic development or a closely related field AND two (2) or more years of direct experience in economic development, business recruitment and/or sales in Georgia. • 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. • CEcD or GEcD Certification. • Experience utilizing Client Relationship Management systems. 		
<p>Travel Required?</p>	<p>Yes, statewide and some within the United States</p>	<p>Nights, Weekends Required?</p>	<p>As necessary</p>
<p>Deadline:</p>	<p>Open until filled; resumes will be reviewed immediately. Apply ASAP.</p>		

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