



Georgia Department of Economic Development
Position Announcement

Title:	Regional Project Manager, EIRR	Entry Salary:	\$62,500 - \$65,000 commensurate with experience*
Division:	Global Commerce	Location:	Region 3b Counties: Cherokee, Fulton (North), Gwinnett, Henry, Rockdale
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, locating new markets for Georgia products, attracting tourists to Georgia, promoting the state as a location for arts and 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 Regional Program is part of the Global Commerce structure and consists of 12 geographically delineated service delivery regions, maintaining one Regional Project Manager in each region and two in region 3.</p> <p>The Regional Project Manager - Existing Industry and Regional Recruitment (EIRR) is responsible for business development efforts in the region. Projects are often large and complex. The successful candidate's primary duty is to assist both existing Georgia companies considering expansion and prospective companies considering a future location in their region - to positively influence investment decisions in Georgia. Working in close partnership with state, local and other officials, the primary goal is the advancement of job creation and investment in the region. The successful candidate will spend most days traveling within the region, meeting with business and community leaders, building important working relationships with stakeholders throughout the region. Specific duties include:</p> <ul style="list-style-type: none"> • learning the state's incentive program, pro-business climate, community partnerships, and workforce; • representing Georgia as the lead point of contact for companies considering expansion or new locations in the region; • calling on community leaders to build value-added relationships; • attending trade shows, conferences, and networking events to generate leads by developing strategic relationships with community, state, and consultant partners; • forming and maintaining relationships with executive-level decision makers of existing and prospective companies; • serving as the state's first point of contact for communities, in regard to economic development efforts 		



<p>Minimum Qualifications and Competencies:</p>	<ul style="list-style-type: none"> • Bachelor's degree in Economic Development, Marketing, International Affairs, Economics, Real Estate, or similar field AND two (2) years of professional experience in closely related field • Excellent oral, written, and interpersonal communication skills; able to establish and maintain effective working relationships with people and organizations • Time management skills with the ability to effectively prioritize and manage complex tasks across multiple projects • Proven record of success leading projects involving multi stakeholders • Good judgment • High proficiency with MS Office software (Word, Excel and PowerPoint). • High level of ethical standards, discipline to self-start and work independently and remotely • Must reside within the region (preferable) or within 10 miles of the region currently, or be willing to relocate to the region (at personal expense) • Must have a valid driver's license, be willing to travel extensively (3 days per week average) within the region and out of the region as needed • The ideal candidate must be a self-starter, able to thrive in a fast-paced, team environment, and be highly organized. He or she must also use good judgment; have the ability to understand the big picture and the logical order of projects; must be able to manage multiple tasks and priorities simultaneously; must be able to adapt to change quickly. 		
<p>Preferred Qualifications:</p>	<ul style="list-style-type: none"> • Four or more years of economic development experience within the region • Experience with team structure, including individual and team goals, team-building and team leadership skills • Persuasive and informative public speaking skills 		
<p>Travel Required?</p>	<p>Yes, limited</p>	<p>Nights, Weekends Required?</p>	<p>Occasionally</p>
<p>Deadline</p>	<p>Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified.</p>		

Application Instructions: To apply for this position, ***you must submit your resumé 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