



Georgia Department of Economic Development
Position Announcement

Title:	Project Manager, Region 12 Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh, and Screven counties	Entry Salary:	Project Manager 1: \$40k Project Manager 2: Upper \$40k's – mid \$50k's, depending on qualifications
Division:	Global Commerce, Business Enterprise	Location:	Region 12
Duties and Responsibilities:	<p>The Global Commerce Division of GDEcD is responsible for recruitment and retention of jobs and investment by working with new and existing businesses. The Regional Program maintains one economic development position within each of the 12 service delivery regions. The Project Manager-Existing Industry and Regional Recruitment (EIRR) is responsible for business development efforts targeting existing companies and prospective companies to the region. The successful candidate's primary goal is assisting existing Georgia companies with facility expansions in partnership with local and state officials and others. This person will call on business and community leaders and build important working relationships with individuals throughout the region. In addition, job responsibilities include: seeking opportunities for business development and advancing the creation of jobs and investment in the region; working with Georgia companies considering expansion in Georgia, as well as other states or countries, to positively influence investment decisions for Georgia; assisting other business development efforts of the GDEcD and other economic development partners with project location assistance; identifying, calling on and qualifying Georgia businesses that have export interest and opportunities; and developing and working new business</p>		
Minimum Qualifications:	<p>Project Manager 1:</p> <ul style="list-style-type: none"> • Four-year degree in Business, International Affairs, Economics, Real Estate, Economic Development or a closely related field. • One year of experience in economic development. • Excellent communication, customer service, and time management skills. • High proficiency with MS Office software (Word, Excel and PowerPoint). • Ability to conduct professional meetings with executives. • High level of ethical conduct; ability to work well with others or independently when necessary; ability to adapt quickly to change. • Must reside within region or be willing to relocate. • Must be willing to travel extensively within the region. <p>Project Manager 2: all of the above, plus three years of direct economic development or business recruitment experience.</p>		

Preferred Qualifications:	<ul style="list-style-type: none"> • Two or more years of economic development experience within the region. • Past sales experience. 		
Travel Required?	Regional, State	Nights, Weekends Required?	Some (meetings, training)
Deadline:	Open until filled. Apply early, resumes will be reviewed beginning 3/29/2010. The position will be offered as soon as a suitable candidate is identified.		

To apply for this position, **you must submit your résumé and cover letter via e-mail to: jobs@georgia.org no later than the deadline listed above. Include the position title in the subject line** of your e-mail. If you do not have internet access or require accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000.

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. Applicants who are not selected for interviews will not receive notification.

GDEcD is an Equal Opportunity Employer