# Georgia Department of Economic Development
## Position Announcement

<table>
<thead>
<tr>
<th>Title:</th>
<th>Regional Project Manager, EIRR</th>
<th>Entry Salary:</th>
<th>$52k - $55k, commensurate with experience</th>
</tr>
</thead>
</table>
| Division: | Global Commerce | Location: | Region 8  
Counties: Harris, Talbot, Taylor, Macon, Dooly, Crisp, Sumter, Webster, Schley, Marion, Muscogee, Chattahoochee, Stewart, Quitman, Randolph, Clay |

### Duties and Responsibilities:

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.

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 maintains one economic development position within each of the 12 service delivery regions. The Regional Project Manager - Existing Industry and Regional Recruitment (EIRR) is responsible for business development efforts targeting existing companies and prospective companies in the region. The successful candidate’s primary goal is assisting existing Georgia companies with facility expansions in partnership with state, local and other officials. 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 to positively influence investment decisions for Georgia.

### Minimum Qualifications:

- Four-year degree in Business, International Affairs, Economics, Real Estate, Economic Development or other similar area and two (2) years of closely related professional level experience
- OR One year of direct experience in economic development or business recruitment in Georgia
- Excellent oral and written communication skills, customer service skills, 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.
| Minimum Qualifications, continued: | • 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 and be willing to travel extensively within the region. |
| Preferred Qualifications: | • Four or more years of economic development experience within the region.
• Past sales experience. |
| Travel Required? | Yes, regional and state | Nights, Weekends Required? | Some (meetings, training) |
| Deadline: | Open Until Filled. Apply early; candidates who apply earlier have a better chance of being selected for interview. Positions will be offered as soon as suitable candidates are identified. |

**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](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.

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**