

Position Description
Project Manager
Pike County Economic Development District (PCEDD)
1156 College Drive
Summit, MS 39666

Organization Overview

The PCEDD is the economic development arm of the county government of Pike County, Mississippi. It is governed by an 11-member Board of Trustees appointed by the Pike County Board of Supervisors and the Municipalities of McComb, Magnolia, Summit and Osyka and the Pike County Chamber of Commerce. The budget is supplied by the Pike County Board of Supervisors and donations. The purpose is to bring additional investment and jobs to the County by supporting and assisting existing industries to remain and grow in Pike County and by attracting new firms to locate in the County. The staff of 3 (soon to be 4) use outreach marketing and advertising to reach prospective expanding or relocating firms, and work cooperatively with state and other local and regional economic development professionals and private sector allies to achieve a strong and growing county economy. The current staff consists of an Executive Director, a Project Manager and an Office Manager, and are located on the campus of Southwest Mississippi Community College (SMCC) in Summit, Mississippi.

Position Summary

The Project Manager is a professional economic developer who is both a marketing specialist and a negotiator. This person must understand how to research and utilize statistical data such as demographics, taxes, land and building values, cost of utilities, wages and other data combined with an understanding of what various clients are looking for. The Project Manager must be familiar with all the assets of the community and region, and must know the details of the sites and buildings available in the area, together with relevant operating costs and applicable regulations. The evaluation system will include a criminal background report as well as a personal credit report.

A project manager must build a close working relationship with each client and communicate with them in a prompt and professional manner, both asking and answering questions to better understand and react to all the parameters for a successful discussion. The project manager will be expert in proposal development and presentation by oral, written and electronic means. Even more important, project managers will write reports of all contacts with clients or potential clients every day and a weekly and monthly summary of activities. A project manager should be prepared to give formal remarks and serve on panels to promote the area and to generate support for economic development efforts. Compensation will be determined by skills and experience within the \$35,000 to \$55,000 starting range.

Education and Skills/ Experience

- Bachelor's Degree in Economic Development, Business Administration, Finance, Marketing, Urban and Regional Planning, Economics or closely related field.
- Masters Degree is a plus.
- Self-motivated person with three years experience in a responsible position in economic development or a closely related field.
- Relevant areas of experience include but are not limited to economic development finance, public and non-profit finance, statistics and demographics, marketing, real estate development, urban and regional planning.
- Successful sales experience is essential.
- Experience in economic development project management is preferred.
- A Certified Economic Developer (CEcD) is a plus, but not required.
- Discretion and the ability to manage confidential information is paramount.
- Interact professionally with corporate executives, corporate staff, allies, economic development leaders, volunteers, government officials and the general public.
- Proficient in Microsoft Office products, especially Excel, Word, Power Point, Adobe, and GIS skill is a plus.
- Ability to prepare reports and have outstanding interpersonal, written and verbal communication skills.

Job Specific Tasks

1. Promote economic growth through the retention and expansion of existing industries and the attraction of new industries, distributors, service companies and corporate and regional headquarters to the Pike County area.
2. Work jointly with PCEDD staff and Board members to create and execute successful recruitment, retention, expansion and fundraising programs.
3. Generate prospect leads through relationship building and networking, attending trade shows, participating in prospecting trips and calling on site location consultants and company executives.
4. Serve as liaison with local, state and federal government agencies on subjects relating to economic development.
5. Prepare daily contact reports of interaction with clients and prospective clients, and generate regular reports of activities for executive management.
6. Develop strong working knowledge of state, regional and local incentive programs and their application to various types of projects.
7. Act as a point of contact for economic development opportunities, large and small.
8. Using graphic aids, generate detailed, focused proposals and negotiate win-win agreements.
9. Promote job development and civic improvements within the community.
10. As required, perform related work in support of PCEDD's mission.

11. Work proactively and utilize innovative techniques and ingenuity in implementing economic development programs.
12. Maintain confidentiality throughout the relationship with each client, going public with an announcement only after the successful conclusion of negotiations.
13. Always remember that announcements are to be prepared by staff and conducted by volunteer leaders and state executives.