



Job Description

Position Title: Project Manager

Reports To: Vice President, Economic Development

Department/Division: Economic Development Department
Business Development Division

Summary of Position:

The Project Manager(s) of the Business Development Division support the Vice President in all aspects of the Division's activities. They are responsible for staffing the various committees assigned within the Division and any other committees or boards that may be assigned by the Vice President of Economic Development. The Vice President of Economic Development gives specific directions and assignments to the Project Manager(s).

Principal Accountabilities:

Staff Liaison to the Industrial Park Board (IPB)/Mobile Commerce Park:

- Manage monthly expenses
- Report activity to the IPB
- Keep marketing materials up-to-date

Represent projects to the Industrial Development Board and the Industrial Development Authority, ensuring necessary paperwork is correct and in order.

Coordinate the follow-up on preliminary inquiries by prospects, whether in response to direct mail, media advertising, or a blind request.

Actively work business and industrial projects as assigned by the Vice President.

Assist in special projects and events as assigned by the Vice President.

Make presentations to local businesses, land owners, and/or realtors about economic efforts in the Mobile area.

Personally visit at least three Chamber members per month for the purpose of building goodwill and gathering information to share on member needs and opinions.

Areas of Delegated Responsibilities:

Assigns tasks to Project Coordinator.

Education/Experience:

Bachelor's Degree, preferred.

Location of Office: 451 Government Street, Mobile, Alabama 36602

This position is classified as **Exempt**.

This accurately reflects the description of my job and primary responsibilities.

Employee (Printed)

Employee (Signed)

Date Signed

Vice President (Printed)

Vice President (Signed)

Date Signed

President (Printed)

President (Signed)

Date Signed

Updated: December 2015