Economic Development Project Manager

**Reports to:** Chief Development Officer (CDO)

**Overview:** Operate as Economic Development Project Manager as part of a dynamic team of administrative and operational staff. Operations range from shallow draft port, short line railroad, airport, and space activities. These assets include Port Bienville Industrial Park, Stennis International Airport/Airpark, and Stennis Space Center, in addition to economic development throughout Hancock County, Bay St. Louis, Diamondhead, and Waveland.

**Location:** Hancock County Port & Harbor Commission; Main Office

**Employee Type:** Full Time, Salaried, Exempt

**Duties and Responsibilities:**

- Responds to proposals and inquiries by companies, consultants, and economic development allies.
- Coordinates and participates in prospect visits, including being the lead when necessary.
- Assists companies by providing support and serving as liaison between the company and various local and state agencies, as well as assisting their executives with personal relocation matters.
- Leads coordination for new and existing leases, including review, management, updating, negotiating, and finalizing. This includes effectively working with stakeholders throughout the process and ensuring a smooth transition to operations once lease is finalized or terminated.
- Maintains communication schedule for all aspects lease compliance.
- Maintains current inventory of available commercial and industrial buildings and sites.
- Formulates incentive packages, prepares analysis and estimates of public resources and funds, and assists in negotiations with relevant executives and representatives.
- Performs target market analyses, including feasibility, challenges, advantages, and workforce competencies. This include use of programs, but not limited to, EMSI, JobsEQ, etc.
- Develops and maintains appropriate databases to support economic development activities as needed, including Synchronist CRM.
- Supports CDO with retention and workforce development for new and existing industries.
- Develops and maintains asset inventory via Community Systems software (building, land, etc.)
- Investigates and attends trade shows, including related advertising and promotional material.
## Economic Development Project Manager

- Uses professionalism and independence in performing responsibilities to fulfill the mission of creating jobs, tax base, and revenue.
- Leads Business Retention and Expansion survey program with key economic development stakeholders from initial interviews to ensure proper follow up.
- Performs other duties as assigned.

## Attributes & Skills:
- Travels on an overnight basis by land and air.
- Demonstrates professionalism through communication, public behavior and confidentiality.
- Organized and self-directed.
- Specific knowledge and experience of economic development, business retention and expansion, real estate best practices, and related professional programs.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, lease revenue, tax assessments/abatements, etc. to practical situations.
- Ability to use judgment and discretion to define problems, collect data, establish facts, and draw valid conclusions. Ability to efficiently, effectively and successfully handle multiple projects simultaneously while prioritizing activities.

## Physical Requirements:
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation; travel by automobile or public transportation; traverse target sites including unpaved land in outdoor conditions; climb stairs.

## Experience and Education:
- Master's degree in Economic and Workforce Development, Urban/Regional Planning, Business, Accounting, Real Estate, or other relevant field; minimum three-years related experience and/or training.

Send cover letter, resume, and references to Janel Carothers, Chief Development Officer, at JCarothers@hcphc.ms. Position open until filled. Salary based on experience. No calls, please.