

ECONOMIC DEVELOPMENT PROJECT MANAGER – Job Description

The Organization

The Hutchinson/Reno County Chamber of Commerce is comprised of six divisions: Hutch Chamber, Greater Hutch, Visit Hutch, Downtown Hutch, Market Hutch, and Growth Inc. The mission of the Chamber is working together for the economic growth of Reno County and serves 750+ members and public/private economic development investors.

Department & Job Description

The Economic Development Project Manager works primarily in the Greater Hutch (Economic Development) division but will collaborate regularly with other divisions and partner organizations. The Economic Development Project Manager will help execute a coordinated strategy for economic growth by working on business growth outreach through local, regional, state and national marketing efforts and will aid in support of new product development, real estate promotion, and attraction of new companies to Reno County.

The Project Manager will help coordinate and execute marketing strategies to align with and support Greater Hutch key objectives with the direction of the President/CEO and/or Vice President, while working as a strong collaborative team with the other staff of the Chamber, Greater Hutch, Downtown Hutch, and Visit Hutch. Previous economic development experience is preferred but not required. A strong familiarity with the Reno County area is desired and favorably considered. Applicant should possess a goal-oriented passion for economic development.

Position Objectives

The ED Project Manager will manage all aspects of the program to enhance our regular outreach to prospects with the goal of creating a strong pipeline of prospects.

- Highly motivated individual with the ability to coordinate, analyze, and act upon confidential information and confidently and effectively interact with leaders in the public and private sector.
- Recruit new business investment leading to job growth by presenting to executives, coordinating prospect visits/tours, compiling local & state incentive proposals, addressing issues or needs of the project, and use of other tactics.
- Assist existing business investment projects along with the BRE Manager and maintain robust and systematic lead generation program and track projects through CRM system.
- Maintain excellent relations with leadership at existing regional businesses, site selection consultants, commercial real estate brokers, and prospects.
- Ability to travel as needed and lead the marketing and economic development teams in marketing and event planning at local, state and national events and track all appointments, meetings, and engagement with prospects to report to the EDAC Committee.
- Prepare monthly progress reports as requested by the President/CEO and VP for communication to boards, committees, and investors.
- Maintain and edit various software systems for project management, customer relationship, management, and real estate database.

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- Manage website updates and various marketing and social media platforms and have some ability to design marketing materials and presentations for engagement with prospects.
- Demonstrate genuine team player behavior in work with the other members of the team.
- Execute all other duties as assigned.

An ideal candidate will possess the following competencies:

- Proven leadership experience and ability to quickly become familiar with operations and goals of a multifaceted economic development organization.
- Ability to engage in an environment where individuals collaborate toward a common mission and shared goals, promote innovation, critical thinking, problem solving, and positive teamwork.
- Excellent analytical and organizational skills with an ability to understand, analyze, prepare, manage, and report comprehensive data including trends related to workforce development and business conditions.
- Ability to facilitate problem-solving, recognize positive results, manage conflict, and negotiate satisfactory outcomes.
- Proven experience and ability to effectively communicate with small or large audiences, listen, speak, write, present, facilitate, and interact in a persuasive and appropriate manner.
- Ability to manage details and multiple tasks while working with a collaborative team on projects and initiatives, with clear communication ability to internal and external stakeholders.
- Self-starter with the ability to represent the organization to the highest standards with our members and stakeholders.
- Mature approach in handling business and professional interactions.
- Working knowledge of economic analysis, reports, grant proposals, and programs.
- Knowledge of all related Chamber of Commerce functions and programs.
- Experience in working with volunteers and within partnerships.
- Working knowledge of PC, Microsoft Office 365 and industry software, email, databases and creating and updating digital media such as websites, social media, and some graphic design.
- Manage technology and equipment setup for regular and specials events.

Preferred Education and Experience

Three to five years of progressively responsible professional experience in economic development, community relations, business development, or sales are preferred. Substantial experience working with the public and private sector is desired. Preference will be given to candidates with a bachelor’s degree in a related field or equivalent work experience and will be considered. While certification in economic development is not a prerequisite for the position, it is expected that candidate will engage in ongoing education and training related to workforce and economic development.

Accountability

This position reports to the President/CEO of the Chamber and/or Vice President and works closely with the BRE/Workforce Program Manager, Downtown Manager and other Chamber of Commerce Vice Presidents and staff.

Physical Activity

This position primarily consists of in office, on-site event management and interpersonal communications with a variety of stakeholders. Candidates must be able to communicate easily with staff, members, and partners. Some limited lifting up to 40 pounds and moderate physically strenuous activities are associated with this position in relation to preparing for membership events, which may include: (1) moving tables and chairs, in preparation for various meetings, (2) assist event staff and partners in preparation and setup for events, (3) extensive travel within Reno County by car to visit businesses or event facilities, (4) frequent walking tours of facilities, (5) significant time prior, during, and after events ensuring appropriate preparation, facility setup, and complete event assembly and disassembly of equipment as needed. Please note this job

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description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities, and activities may change at any time.

Travel

This position requires in-state and in-county travel up to 50% of the time, with mileage from the main office reimbursed at the federal standard rate. Occasional out-of-state travel may be required for Team Kansas and Site Selection events and annual training.

FLSA Designation

The position is classified as an 'Administrative' position and is thereby considered to be an exempt position per the FLSA duties and compensation guidelines. Salary commensurate with experience including competitive benefit package.

To apply:

Please submit a resume and cover letter with three professional references via email to the attention of Debra Teufel at debrat@hutchchamber.com or in person or mail to:

Hutchinson/Reno County Chamber of Commerce
117 North Walnut, P.O. Box 519
Hutchinson, KS 67504

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