

Project Manager

We are seeking a collaborative and results-driven Project Manager to lead efforts in attracting new businesses and supporting the retention and expansion of existing industries within Greenville County. This role is key to advancing our organization's mission by serving as a liaison to business and government entities, coordinating site visits, negotiating incentives, and providing critical insights into community resources, taxes, and growth opportunities. The Project Manager will also maintain strong relationships with local officials, business leaders, and service providers to foster a thriving business environment.

Project Management

- Contact new businesses with goal of securing their operations in the local area
- Respond to questions/requests from existing relationships or businesses to educate them on state and local resources as well as to facilitate their expansion
- Visit local manufacturers to learn about operations, needs, etc.
- Respond to requests for information, coordinates site visits, and negotiates incentives
- Utilize and maintains prospect tracking system
- Calculate taxes and incentives for a variety of investment scenarios
- Provide technical and professional advice
- Prepare a variety of studies, reports, and related information for decision-making purposes
- Make presentations to prospects, supervisors, boards, commissions, civic groups and the general public
- Prepare and maintains marketing-related information on utilities, taxes, zoning, transportation, community services, financing tools, etc. Prepares graphics, charts, tables, promotional materials, etc.
- Develop and maintains relationships with government, business and industry leaders
- Plan and lead marketing trips
- Request, prepare, write, and administer grants
- Serve when assigned as a member of an economic development task force
- Assist in determining product needs (sites, buildings and parks) and maintenance of related databases
- Follow up regularly on prior or existing requests
- Maintain strong relationships with various community partners

Additional Responsibilities

- Serves as a member of various staff committees as assigned
- Attends professional development workshops and conferences to keep abreast of trends and developments in all phases of Economic Development
- Coordinate events as needed

Other Non-Core Responsibilities

- Perform other duties as assigned
- Assist other staff members as needed

Essential Skills and Experience

- Bachelor’s degree in urban planning, business or public administration, economics, marketing, finance, or a related field
- 2 years of economic development or industrial recruiting experience or any equivalent combination of education and experience
- Considerable knowledge of business development and economic development; working knowledge of municipal zoning and infrastructure, as well as planning programs and processes
- Fundamental understanding of marketing
- Strong project management experience
- Ability to thrive in a fast-paced, multi-task environment
- Strong written and oral communication skills; including proofreading skills
- Ability to interact with executives and diverse personalities on a regular basis including but not limited to corporate officials, manufacturers, architects, contractors, developers, owners, supervisors, employees, and the general public
- Ability to establish effective working relationships
- Computer skills, including proficiency in Word, Excel, PowerPoint and Access
- Ability to operate various office equipment including but not limited to copier, scanner, calculator, phone, copy and fax machine
- Valid South Carolina driver’s license
- Some outdoor work may be required to facilitate events
- Hand-eye coordination to operate equipment and motor vehicles
- Professional demeanor, team oriented, positive and engaging attitude
- Highly self-motivated, self-directed, with ability to meet deadlines
- Strong organizational skills (record keeping, time management, follow up, etc.)
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work
- Strong interpersonal and customer service skills required
- Ability to multi-task and deal with interruptions while meeting timely deadlines
- Experience working in a team-oriented, collaborative environment
- Ability to effectively prioritize and manage day-to-day tasks in an efficient manner; recognizes, clarifies and prioritizes concerns
- Ability to handle confidential financial information appropriately
- Strong problem-solving skills
- Strong ethical standards; ability to create trust and integrity with co-workers and community
- Personal attributes that include reliability, professionalism, ability to work independently, positive attitude, and ability to tactfully handle stressful and difficult situations

Beneficial Skills and Experience

- Master’s degree in urban planning, business or public administration, economics, marketing, finance, or a related field
- 5 years of economic development or industrial recruiting experience or any equivalent combination of education and experience

To Apply

Please email your resume to [Pamela Rastatter](mailto:pamela.rastatter@gadc.com) no later than January 10, 2025

About GADC

The Greenville Area Development Corporation is a non-profit organization established by Greenville County Council to promote and enhance the economic growth and development of Greenville County. Since its founding in 2001, GADC efforts have resulted in the creation of over 37,000 new jobs, nearly \$7.7 billion in capital investment, and a cumulative economic impact of over \$55 billion in Greenville County, SC — including an economic impact of more than \$6 billion annually. *To learn more, please visit www.goGADC.com.*