

Job title	<i>Project Manager</i>
Reports to	<i>Director, Business Retention & Expansion</i>
Job Type	<i>Full-time, salaried, exempt</i>

Job Purpose

This position plays a significant role in achieving the organization’s primary mission to work with existing businesses to stay and grow in Lancaster County, while advancing the organization’s long-term strategic initiatives. The Project Manager will be responsible for building relationships with a range of businesses, facilitating connections with a broad number of community partners. The incumbent will also provide project management to advance defined EDC initiatives and meet the needs of specific retention, expansion, or attraction clients.

Duties & Responsibilities

This position requires the following duties and responsibilities:

- Maintain a continually updated, targeted list of Lancaster County companies/operations that are at-risk, in specific industry clusters, or should be contacted for other reasons such as geographic location, specific risks or opportunities, for outreach and relationship building.
- Conduct visits to a broad range of companies with the intent of gathering information about the overall operations and discussing key community issues (workforce, transportation, utilities, government needs, financing, trade) that may lead to on-going connections and the opportunity to provide direct support.
- Capture information in the organization’s CRM program and communicate key pieces of information to the team to ensure there is broad knowledge about each visit and about information learned through collective visits.
- Ensure that the organization’s CRM and PA state ExecutivePulse systems are updated regarding meeting and organization activities to hit appropriate targets, as defined yearly.
- Participate in related industry group events and meetings.
- Serve as project manager working with retention, expansion and recruitment companies to get needs and issues addressed, resulting in projects being closed out through the organization’s CRM Lead and Opportunity process.
- Respond to leads from the PA Governor’s Action Team and Office of International Business Development requesting information on available sites/locations in Lancaster County for business recruitment prospects.
- Oversee EDC’s industrial land GIS database.
 - Maintain GIS database of buildable land in Lancaster County that reflects information gathered in stakeholder conversations.
 - Partner with county and municipal planners to identify ways to share data related to industrial land in Lancaster County.
 - Engage water and sewer authorities.
- Advance EDC’s Outdoor Recreation Economy initiative by assisting in fundraising efforts, managing a consultant’s scope of work and engaging stakeholders through planning and implementation phases.
- Coordinate regularly with EDC’s Center for Regional Analysis on the development of data and analysis.

- Identify new funding opportunities to support EDC's Long-term Strategies and Business Retention and Expansion efforts.
- Maintain good working knowledge of all organizational initiatives to be able to share information during business visits and networking opportunities.
- Represent the organization in a wide variety of settings, including municipal meetings, networking activities, and task forces.

Skills & Qualifications

This position requires the following skills and qualifications:

- Strong relationship building and customer service.
- Strong project management and administration.
- Effective written and verbal communication.
- Ability to document and track key information using multiple software platforms.
- Knowledge of a variety of economic development programs and tools.
- Grant writing and research expertise.
- Committed to continuous learning, including personal and professional development.

Other Requirements

- Bachelor's Degree with areas of study to include planning and/or economic development.
- At least 3-5 years of experience in a related field.
- Detailed-oriented and organized.
- Ability to work independently.
- Strong computer skills, particularly Microsoft Word, Excel, Outlook, and 365 Applications.
- GIS and database experience preferred.
- Valid PA driver's license and reliable personal transportation.

Direct Reports

This position may be required to manage additional personnel, interns, or consultants assigned to the Long-Term Strategies team but does not presently have any direct reports.

Compensation

The salary range for this position is \$60,000 - \$70,000 annually based on skills and experience, in addition to a generous benefits package.

Work Environment

EDC Lancaster County is an office-based organization where private and shared offices and cubicles are utilized along with shared meeting rooms. The noise level in the work environment is usually quiet to moderate.

Physical Demands

This position consists of sedentary work in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to traverse short distances. Will be required to travel regularly throughout Lancaster County and the region with a valid PA driver's license and reliable personal transportation.

Annual Performance Measurements

This position will be evaluated on the following key performance measurements:

- Number of companies visited, including quantifying the number of visits resulting in on-going service or support.
- Recording of information in the organization's and state's database.

- Project management achievements and advancement of strategic initiatives.
- Linkages to various businesses and internal/external partners.
- Breadth of engagement of community partners, including economic development partners and members, into the overall strategy of the organization.
- Effectiveness of communication with other team members to ensure coordination and maximum customer service.
- Effective utilization and advancement of organizational technologies, such as the CRM or other databases, as needed.

Affirmative Action/EEO Statement

The Economic Development Company of Lancaster County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Signatures

This job description has been approved by:

Ezra Rothman, President	01/03/2024
Amanda Mosso, Director of Administration & Membership	01/11/2024

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee	Date
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