

Position: Economic Development Project Manager

Reports to: VP, Business Retention and Expansion

Status: Non-Exempt

Post Close Date: February 18, 2019

About the Colorado Springs Chamber & EDC

The Colorado Springs Chamber & EDC is the largest economic development, chamber of commerce and business advocacy organization in southern Colorado. We work with industry leaders, educational institutions, military personnel, government and community agencies and a wide array of community professionals dedicated to developing economic prosperity for our region.

As the nation's most desirable place to live (U.S. News & World Report) and the fastest-growing city for millennials (Brookings Institution), Colorado Springs is experiencing a wave of business and industry development, new residents and high-quality job growth. Competitively affordable, Colorado's second-largest city is rich with investment, talent and experience, and embodies quintessential Colorado living, with elevated access to people, amenities and adventure.

Job Description

The Economic Development Project Manager supports initiatives regarding the retention, expansion, and attraction of business entities within Colorado Springs and El Paso County to assist in ensuring achievement of established economic development goals, initiatives and objectives consistent with the Chamber & EDC's vision, mission, and strategies.

The Economic Development Project Manager works closely and collaboratively with the Vice Presidents of Business Retention and Expansion and Economic Development on identified tasks and assignments and will interact with key community stakeholders, including city, county, and other economic development partners to assist in facilitating the economic development efforts of the Chamber & EDC.

Essential Duties and Responsibilities

- Assist the Vice Presidents of Business Retention and Expansion and Economic Development with projects and tasks, which includes but not limited to providing timely response to economic development inquiries, preparing reports and presentations, scheduling meetings, and maintaining filing systems and databases.
- Support capital investment, job creation, and business expansion projects.
- Assist with requests for information as assigned.
- Support the implementation, administration, and ongoing improvement of the Chamber & EDC's business retention and expansion programs.

- Provide support on special projects, including new economic development, business development, innovation and entrepreneurial, and workforce development initiatives.
- Track and update business visits and follow-up on projects and communicate in a timely manner.
- Participate in the long-range planning, development of strategies, and recommendation of goals for business retention, expansion, and attraction efforts.
- Supports connection with, and serves as a liaison to, specific, assigned economic development partner organizations and business associations.
- Assist with coordinating meetings with businesses and company visits. Participate in visits as schedule permits and as assigned.
- Perform other related duties as requested.

Knowledge, Skills and Abilities

- Knowledge of the local economy and job market and a general understanding of the Colorado Springs' business climate is highly recommended.
- Project management skills and expertise is preferred.
- Ability to communicate clearly and concisely, verbally and in writing.
- Must have experience in self-starting, self-management, and support.
- Ability to work in a team environment and independently with minimal direction.
- Proficient in Microsoft Office Suite.

Education and Experience

- A bachelor's degree in business administration, economics or a related field. Additional education and training in economic development preferred.
- A minimum of two (2) years' related experience is preferred. Work-related experience resulting in acceptable proficiency levels in above required knowledge, skills and abilities may be an appropriate substitute for the above specified education.

Benefits

- Competitive salary
- Robust benefits package including medical, dental, vision, paid time off (with floating holidays), annual performance review with merit pay
- 401k plan with employer matching
- Flexible work environment
- Budget for professional training and advancement
- Regular teambuilding activities

- Collaborative, performance-driven, community-centric culture in Colorado Springs' growing downtown

Work Environment

Typical office environment for daily operations.

To Apply

- Applicants should submit cover letter and resume at [TriNet Hire](#)