



GREATER WICHITA PARTNERSHIP Economic Development Project Manager

August 2022

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership (Partnership) is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South-Central Kansas. The Partnership focuses on three key priorities: jobs, talent, and quality of place.

POSITION DESCRIPTION

The Economic Development Project Manager is a leader in the attraction of new companies to the Greater Wichita region and the development of solution-oriented business retention & expansion services to regional employers.

The Economic Development Project Manager's duties will include, but not be limited to:

- Recruiting new business investment leading to job growth by presenting in-person and virtually to executives, coordinating prospect visits, compiling local & state incentive proposals, addressing issues or needs of the economic development prospect.
- Assisting existing employers' new investments for the retention and expansion of existing jobs.
- Maintaining excellent relations with leadership with existing regional businesses, site selection consultants, commercial real estate brokers, regional economic development partners, and prospective company leadership.
- Traveling as needed (approximately 1-2 trips per month) including potentially international travel.
- Assisting the marketing and economic development teams in tradeshow planning and execution of appointments, meetings, and engagement.
- Maintaining and updating various software platforms for project management, customer relationship management (EDC Forge), and real estate database (LOIS).
- Demonstrating genuine team player behavior in work with the marketing and research team on presentations and responses to all "Requests for Proposal".
- Executing other duties as assigned by the Executive Vice President, Economic Development.

Successful collaboration with other Partnership staff and external stakeholders is critical to achieve the overall organizational mission. This role reports to the EVP of Economic Development and collaborates across the entire organization.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Bachelor's degree required with master's degree or CEcD strongly considered
- Previous economic/community development experience is preferred; without economic/community development experience, candidate should have experience in a related field such as commercial real estate or development, finance, public administration, or similar fields.
- Possesses a competitive, goal-oriented passion for economic development
- Ability to coordinate, analyze and act upon confidential information while confidently interacting with leaders in the private and public sector
- Strong organizational skills and attention to detail
- Ability to function well in a high-paced and deadline-oriented environment
- Proficiency with Microsoft Office Suite, Adobe Acrobat, Dropbox, and other file-sharing programs
- Strong familiarity with the Wichita region and the state of Kansas will be favorably considered
- Valid driver's license with good driving record and passport
- Residency in the greater Wichita region within 90 days of hire

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Works tasks are generally performed in a controlled, office environment using computers and other office equipment. The role requires the employee to:

- Stand and walk daily basis
- Sit or stand for long periods of time
- Occasionally bend, stoop, squat, and twist
- Occasionally lift and carry up to 25 pounds and push or pull up to 50 pounds
- Visualize a computer screen on a daily basis
- Talk with and listen to others on a daily basis

Works outside of core business office hours as needed.

COMPENSATION AND BENEFITS

Salary Range: \$60-80k, dependent upon skills and experience.

Compensation is commensurate based on experience and qualifications. The position is not eligible for overtime compensation, but every effort is made to recognize excess time worked and adjust schedules accordingly when work allows.

Benefits package includes company-sponsored health and dental insurance plan, paid sick leave, vacation time and holidays and an employer-paid life and long-term disability insurance plan.

Employee can also participate in 401(K) retirement savings plans with an employer match. The Greater Wichita Partnership is an equal opportunity employer.

Please submit resume, cover letter and references to client.connect@aghlc.com to apply.