

TITLE Project Manager
DATE EST March 2026
OVERTIME Exempt

PURPOSE OF POSITION:

Under the general direction of the Executive Director, the Project Manager provides professional economic development services, grants management, loan program marketing, and project management services to regional partners and organizations. The Project Manager works under a high degree of complexity to manage a broad portfolio of projects with sensitive information. This position may also support the development and delivery of new GEODC services, including but not limited to building inspection services, lending programs, and other initiatives as identified by the Executive Director.

ESSENTIAL JOB FUNCTIONS:

CLIENT SERVICES

- Assist local governments and regional partners with the funding/financing and completion of economic development improvements that may include business recruitment and relocation assistance, capital improvements, planning, financial feasibility analyses, industrial land development, cluster development, and other economic development priorities.
- Identify appropriate funding sources and help customers prepare grant and loan applications, as appropriate.
- Organize, direct, and monitor project team members including assigning work plans and project goals and tasks.
- Coordinate and facilitate meetings with committees, boards, councils, commissions, civic groups, and the general public.
- Review and monitor work of project contractors and consultants.
- Maintain and track inventory of equipment, materials and supplies specific to projects.
- Prepare progress/status reports, final reports, and work plans as required, coordinating with clients and affected local, state and federal agencies.
- Provide business assistance services as assigned, including connecting businesses to regional business support services.

LENDING AND NEW SERVICE DEVELOPMENT

- Evaluate and recommend new or expanded service offerings for GEODC, such as building inspection services, technical assistance programs, or other fee-for-service activities.
- Develop operational procedures, fee structures, and compliance frameworks for newly established GEODC services.
- Build and maintain relationships with financial institutions, regulatory agencies, and partner organizations related to lending and new service areas.

OPERATIONS AND SUPPORT

- Ensure project compliance and budgeting, appropriate cost accounting, and other contract requirements.

- Maintain GEODC and project websites to keep information current and relevant to agency projects.

RESOURCE DEVELOPMENT

- Market and promote GEODC in order to retain and attract new business and projects for GEODC.
- Make presentations to boards, councils, commissions, civic groups, and the general public describing GEODC purpose, goals, and services to promote opportunities within the region.
- Serve as an advocate for GEODC identified projects in Federal and Oregon agencies in order to obtain and maximize funding opportunities.
- Participate in research, design, development and dissemination of marketing materials for GEODC and contracted organizations.
- Respond to contacts from, or initiate contacts with local governments and regional partners to identify, define and quantify economic development needs in such areas as public works, housing, recreation, planning, infrastructure, transportation, roads, and other areas which meet the mission of GEODC.

AUXILIARY JOB FUNCTIONS:

- Follow GEODC policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, regional partners, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish the goals.
- Obtain and maintain relevant certifications or licenses as needed for new service areas (e.g., building inspector certification), with GEODC support for training costs.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Current software skills (Microsoft Office, Adobe, Google).
- Proficiency in handling a multitude of varied projects without direct supervision.
- Demonstrated ability to establish and maintain effective professional working relationships with a variety of people, clients, volunteers, and employees contacted in the course of work, including people from diverse racial, ethnic and socio/economic backgrounds.
- Demonstrated ability to prepare timely, clear, and concise reports without much oversight.
- Working knowledge of rules and regulations governing local government, state and federal/community development programs.
- Ability to work both independently and in a team environment.
- Ability to organize, prioritize, and manage diverse work assignments in an efficient manner.

- Consistent reliability.
- Training or certification in facilitation.
- Ability to effectively compile and analyze data and develop formal recommendations.
- Mastery in project budgeting and fund management.
- Positive attitude, especially to provide superb customer service.
- Flexibility and eagerness to learn new things.
- Ability to handle sensitive information with discretion related to partners, projects, and clients while addressing public records requirements.
- Previous demonstrated experience in independent judgment and initiative on assignments and ability to effectively deal with high level contacts inside and outside an organization.

Required Education, Licenses, and Certifications

Equivalent to a Bachelor's degree in public or business administration, economic development, or related field and three years directly related experience, OR any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. A valid Oregon driver's license and access to a private vehicle or equivalent means of transportation will be a condition of employment for all employees whose work duties require, at any time, driving a motor vehicle.

Desired/Preferred Education, Experience and Qualifications

Previous experience in preparing grant funding requests, grant management, and grant reporting. Experience with loan program administration, underwriting, or financial analysis. Experience with or willingness to obtain certification in building inspection or related technical services. Ability to speak and write in Spanish.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. If performing inspection services, the employee may be required to navigate construction sites, climb ladders, and work in varying weather conditions.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional evening meetings and moderate travel within the region may be required. If performing inspection duties, field work at construction sites may be required. Typical work schedule is 8:00 a.m. to 4:30 p.m. Some schedule flexibility and remote work are allowed.

SUPERVISORY RESPONSIBILITIES:

None. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Received and acknowledged: _____

(Signature and Date)