

## PROJECT MANAGER

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### **About the Columbus Partnership**

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership team also includes Smart Columbus, an innovation lab that advances what is new and next at the intersection of technology and community good; and One Columbus, one of the nation's top economic development organizations that serves the 11-county Columbus Region.

Can you imagine Columbus as the most prosperous region in the United States, where every day more and more people are able to improve their economic and social well-being? We do – every day.

### **About One Columbus**

As the economic development organization for the 11-county Columbus Region, we're leading a comprehensive regional growth strategy that develops and attracts the world's most competitive companies, grows a highly adaptive workforce, prepares our communities for the future, and inspires corporate, academic, and public innovation throughout the entire Columbus Region.

### **The role**

The Project Manager is an essential member of the One Columbus team. The primary focus of the role is to implement our organization's economic development strategy by providing industry leading client support for the Region's active project portfolio, enhancing Central Ohio's probability of success.

No day or project will ever look the same, so if you like variety, this is the role for you. Some things you may find yourself doing on a daily basis include market research, proposal development, monitoring project status, communicating with clients and community partners, coordinating market visits, and managing the incentive process. You'll strongly collaborate with the internal One Columbus team, working across all departments including marketing, workforce, and research, as well as local and state economic development partners.

### **You**

You're an economic development generalist who takes pride in your work, efficiently managing competing expectations and priorities. You thrive in a demanding environment where no two days are alike, always operating with a service-oriented mindset. You're a fast learner, listening and looking for the smallest details and know how to adapt in any situation. Most of all, you have a true passion for Columbus and want to have an integral role in making this the most prosperous region in the United States.

### **Essential duties and responsibilities**

- Serve as the primary One Columbus contact for project opportunities in the Columbus Region.
- Prepare professional responses and market proposals for client inquiries.
- Deliver industry-leading customer service throughout the project lifecycle, meeting necessary project milestones, approvals, and deadlines.
- Manage the strategy for client follow-up and ongoing project related communications.
- Manage the execution of company and consultant market visits.
- Collaborate with local economic development partners to implement effective lead distribution and

aligned project management execution.

- Create, structure, and present incentive proposals to clients in collaboration with state economic development partners.
- Assist with strategic real estate development initiatives and site selection opportunities.
- Collaborate with the marketing team on project announcements and related communications.
- Create, track, and maintain all contact, lead, and project activity in Salesforce.
- Foster and build relationships with key partners, investors, and stakeholders throughout the 11-county region.

### **Skills and qualifications**

- Bachelor's degree from an accredited college or university with a background in planning, development, real estate, business, or related field.
- Proven experience in economic development, specifically dealing with both existing industry and new attraction clients.
- Excellent research and analytical skills.
- Strong attention to detail.
- Work effectively in a fast-paced team environment.
- A self-starter with the ability to set priorities and meet deadlines.
- Professionalism and discretion in handling highly confidential matters.
- The ability to communicate effectively internally and externally with individuals at all professional levels is essential.
- Proficient in the use of all Microsoft Office programs, Adobe Acrobat and Salesforce.

### **Travel and schedule**

- Some driving travel will be required within the 11-county Columbus Region.
- Must be available to work occasional off-hours; events and meetings will involve some early mornings, evenings, and weekends.
- Must be available during standard business hours.
- May be required to work more than 8 hours during a workday as deadlines demand.

### **To apply**

Please send your resume and cover letter in PDF format to [careers@columbusregion.com](mailto:careers@columbusregion.com) and include "OC project manager" in the subject line.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Columbus Partnership is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information. The Columbus Partnership requires all employees, vendors, and associates to support its nondiscriminatory policies.