

Business Ready Communities Project Manager

Vacant

Community Development

September 2016



Basic Purpose:

The purpose of the BRC program is to promote economic development at the state and local level through publicly owned infrastructure. The BRC Project Manager is responsible for projects from inception through construction and close-out. Other responsibilities include analysis of project applications including evaluation of economic development impact, preparation of staff recommendations and presentation of projects to the WBC board. The project manager will also provide technical assistance to program applicants, maintain accurate project files and financial data. Reports to the Community Development Director and manages one team member.

Essential Duties:

- Manage each BRC project from inception through construction and to project close-out
- As necessary, provide assistance with application development, project review and approval for projects utilizing the large loan economic development fund.
- Maintain BRC program budget and advise on future budget needs
- Maintain accurate project records including applications, financial data, project progress, monitoring, reporting and evaluation
- Conduct application analysis:
 - Verify that the project comports with statutory, rule requirements and the WBC's goals
 - Travel to the project site and meet with applicant and other project stakeholders
- Prepare staff recommendations and present them to the WBC board
- Develop and provide presentations to the SLIB with the Development Director and CEO
- Ensure that awarded projects proceed in a timely fashion. Assist Regional Directors with project development by providing direction, advising on program parameters
- Evaluate each project for economic development impact
- Advise community organizations, business owners and local government officials regarding the use of this program for economic development purposes
- Link communities with other WBC, state, and federal assistance
- Reports to Community Development Director

Position Requirements:

- Any combination of education and experience equivalent to a bachelor's degree plus at least 5 years' experience in local and community economic development and grant and loan management
- Creative problem solving skills, self-motivated, reliable and organized.
- Must work well both independently and as a member of a team.
- The ability to travel is required.