

TITLE: BUSINESS DEVELOPMENT PROJECT MANAGER

FLSA: EXEMPT

REPORTS TO: VARIOUS

UPDATED: MARCH 2018

PAY GRADE: 4

### POSITION SUMMARY

The Business Development Project Manager position is responsible for loan, grant and other financial incentive structure awards for the Michigan Economic Development Corporation's (MEDC) 21<sup>st</sup> Century Job Fund various incentive programs, including Michigan Business Development Program, Community Development Block Grant, Brownfield TIF, State Essential Services Assessment Exemptions, Good Jobs for Michigan, and Renaissance Zone. This position manages the project portfolio from beginning to end, ensuring MEDC and State's investments are protected, deals are structured to secure the best rate of return for the State, and to stimulate economic development; and requires negotiation of deals, compliance with terms and conditions, and ensuring data quality for accuracy in reporting to the Legislature and others. The Project Manager acts as a resource and point of contact for one or more regions within the state and will serve as a specialist for businesses, strategic accounts, communities, economic development partners and other MEDC staff in all matters related to financial incentives. This position will work with other Business Development Projects staff to develop a skill set and ability to make concrete decisions with little to no direct supervision.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

*(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)*

- ☞ Manages multiple projects to ensure that projects move from inception to success in a timely manner.
- ☞ Manages diverse loan, grant, and other financial incentives within a portfolio; engages in project management of the portfolio; resolves legal and business issues; monitors portfolio activity; and processes needed amendments as applicable.
- ☞ Maintains current knowledge of legislation, and have ability to interpret statutes as they relate to all incentives.
- ☞ Maintains and develops knowledge of emerging science and technology advances, commercial real estate, industries, other state incentive and taxes, resources for researching business disadvantages sited through the application process, etc.
- ☞ Performs an in-depth needs and financial analysis for each project to ensure that applicants for incentives have the ability to move the project forward.
- ☞ Provides timely feedback to companies, staff, and senior management.
- ☞ Presents incentive recommendations to senior management and the Michigan Strategic Fund Board.
- ☞ Develops and maintains relationships with local partners, other state departments, and other key stakeholders to ensure a cooperative process is followed through the project lifecycle.
- ☞ Performs other related duties as directed.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

### RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** This position requires a Bachelor's degree in Business, Finance, or a related field.

**EXPERIENCE:** This position requires a minimum of three to five years of related experience and/or training in economic development, commercial lending, banking operations, sales, real estate – commercial brokerage, business finance, and/or project management; or equivalent combination of education and experience.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** Certified as an Economic Development Financial Professional through the National Development Council or Certified Economic Developer (CeCD) by the International Development Council is preferred.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

**REQUIRED:**

1. Excellent writing skills, organizational skills and a strong attention to detail required.
2. Demonstrated ability to manage multiple projects, and meet various deadlines.
3. Self-motivated with strong analytical, communication and decision making skills.
4. Well-developed interpersonal skills and ability to work in a team environment.
5. Conversant in business language, able to read, analyze, and interpret general business periodicals, journals, and contractual documents and to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
6. Ability to establish positive business relationships with a variety of diverse people from different backgrounds.
7. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
8. Ability to develop skill set, decision making ability and progress to a Senior Business Development Project Manager.
9. Ability to work in a fast-paced, highly collaborative work environment.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. The job requires travel throughout the State of Michigan.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*