



**For Immediate Release**  
**January 22, 2021**

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### **Greater Columbus EDC Seeks Part-Time Project Manager**

Make a positive difference in Columbus & Bartholomew County, Indiana, as Project Manager of Greater Columbus EDC! Position offers part-time hours of 25-30 hours per week, Monday-Friday, including possibility of three-day weekends. Position promotes EDC efforts to attract new businesses to the community and supports the retention and expansion of existing local companies. Pay to be commensurate with experience, starting at \$20/hour plus retirement contribution. Full job description is below. Qualified candidates should Email their résumé to Jason Hester, President, at [info@columbusin.org](mailto:info@columbusin.org), Subject: Part-Time Project Manager.

*(See attached two pages for Job Description)*

**Greater Columbus Economic Development Corporation**  
**Project Manager (Part-Time)**  
**Job Duties & Responsibilities**  
(January 2021)



### **About Us**

The Greater Columbus Economic Development Corporation (EDC), formerly the “Columbus Economic Development Board”, is one of the state’s longest-running independent, non-profit economic development organizations serving Columbus and all Bartholomew County, Indiana. The organization’s strategic goal is to grow & attract well-paying, high value-added, community-minded businesses by influencing and leveraging the area’s distinct capabilities. Current industry diversification targets include Pharmaceutical Manufacturing, Engineering/R&D Services, and Aerospace Manufacturing, and we take pride in supporting the retention and expansion of existing employers. Greater Columbus EDC’s approach is three-fold: (1) Work with existing primary employers to help them grow in Columbus and Bartholomew County, (2) attract and recruit new companies to diversify our local economy, and (3) work with local community partners to build and continuously improve the area’s desirability to businesses and residents.

Since the EDC’s founding in 1976, more than 70 recruited companies today employ more than 7,000 local persons. Approximately 400 local expansions by 110 unique companies have also been recorded, and combined, new projects and expansions have called for \$3.4 billion in initial investments. For more information on the Greater Columbus Economic Development Corporation and the services it offers, please visit [www.ColumbusIN.org](http://www.ColumbusIN.org).

### **Position Overview**

The Project Manager position gives the employee the opportunity to manage various economic development and community marketing projects focused on supporting the retention and expansion of existing primary employers and the recruitment of new primary businesses to Columbus and Bartholomew County, Indiana. As an instrumental part of our three-person office, the Project Manager reports directly to the Greater Columbus EDC president. The Project Manager position is part-time, calling for an average of 25 to 30 hours of work per week during normal business hours, Monday-Friday.

### **Key Duties**

#### **PROJECT MANAGEMENT (80%)**

- Respond in a timely and professional manner to requests for information from local companies, prospective companies, state and local officials, and others
- Maintain current and accurate inventory of available sites & buildings of interest to EDC, and provide regular updates to the State of Indiana’s and ColumbusIN.org site & building database
- Prepare presentations for visiting companies and other meetings as may be required
- Maintain/Update records of all projects and activities, typically using Microsoft Excel or in-house database.
- Maintain/Update *EDC Scorecard* tracking investments, jobs, wages, & incentives (Excel)
- Utilize/maintain *Synchronist* database to track existing & prospective company information (training provided)
- Assist local companies with retention and expansion opportunities, via tax abatement, site selection, and other assistance as directed
- Annually: Conduct local employer *Wage and Benefits Survey* during Q1, utilizing email and pre-formatted online and/or Excel surveys of approximately 25-30 manufacturers; collect & analyze data, prepare report for presentation to participants and Greater Columbus EDC Board of Directors
- Annually: In conjunction with EDC President, EDC Office Manager, and EDC Board Members, conduct Business Retention and Expansion (Existing Business) surveys each spring, meeting with approx. 30 local companies; collect & analyze data, prepare report for presentation to participants and the Business Retention and Expansion committee

**OFFICE (10%)**

- Provide back-up support to the EDC Office Manager, answering telephone, emails, etc., as needed
- Attend monthly board and EDC committee meetings, and provide staff support as required
- Annually: Help plan and coordinate the EDC Annual Meeting (location, invitations, etc.)
- Annually: Help plan & support an annual networking event co-sponsored with the Columbus Japanese Business Association (Golf Outing)
- Other duties as may be assigned

**MARKETING / SOCIAL MEDIA / PROFESSIONAL DEVELOPMENT / OTHER (5%)**

- In collaboration with selected marketing firm(s), support creation of EDC marketing/promotional material
- Maintain fresh and relevant information, images, data, etc., on ColumbusIN.org website
- Assist with occasional social media posts, media releases, etc.
- Optional: Attend conferences or training opportunities as may be made available; e.g., Indiana Economic Development Association (IEDA) conferences once or twice per year.

**BOARD OF DIRECTORS ENGAGEMENT, DELEGATION HOSTING, ETC. (5%)**

- Interact in person, by phone, and/or via electronic communications with existing and prospective company representatives, site consultants, board members and stakeholders in a way that demonstrates a high-level of professionalism, discretion, and community support
- Maintain positive interactions with all EDC Board members and local (City/County) elected officials, demonstrating our appreciation of their investment and support of economic development programs
- Engage US & foreign visitors in manner that represents Columbus as a welcoming community
- Interact with community partners such as Chamber of Commerce, Visitors Center, and other members of the Columbus Area Economic Growth Council to further our mission and objectives
- Maintain positive interactions with Indiana Economic Development Corporation (IEDC) and in-state LEDOs/REDOs (Local/Regional Economic Development Organizations)

**Required Skills & Attributes**

- **#1 – Must love Columbus, Indiana**, and be prepared to be a “brand ambassador” to help promote our “unexpected unforgettable” message; Bartholomew County residency required within 90 days of hire
- **Very adept at using the Microsoft Office** suite of products, including Outlook (email & calendar), Word, PowerPoint, and especially Excel. Typical tasks require knowledge of how to format, cut/paste, insert & edit images, and within Excel, mistake-free sorting, use of basic formulas (sum, avg, median), etc.
- **Good communicator** – written & verbal, including one-on-one & small group presentations, professional email correspondence, and must be comfortable speaking on the phone
- **Keen attention to detail & above-average reading comprehension** – Notice details, able to find inconsistencies/differences between items, proofreads for mistakes, etc.
- Skilled at conducting **online research** to find answers to unique questions
- Strong preference given to candidates with five or more years of business, local government, and/or non-profit organization work experience; Bachelor’s degree a plus.
- Experience with WordPress websites and/or Synchronist Database a plus (training available)
- International or cross-cultural experience also a plus

**Annual Performance Evaluation Categories**

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|---|---|
| • Job/Technical Knowledge                 | • Teamwork & Interpersonal Skills         |
| • Problem Solving & Decision Making       | • Change-management Skills                |
| • Planning & Organization / Dependability | • Adherence to Policies & Confidentiality |
| • Communication (Verbal & Written)        | • Other/Good of the Organization          |