



The Indy Chamber's mission is to drive economic growth in Central Indiana by bringing job and investment opportunities to the region, advocating for a pro-growth business climate, and connecting businesses to resources and each other.

Greater Indianapolis Chamber of Commerce		Job Expectations
Title	Project Manager	Exempt/Non-Exempt Exempt
Reports to	Deputy Director Indianapolis Economic Development	Date last revised: 8/3/2018
Supervises	N/A	
Summary	This position contributes to Chamber goals of membership, community, revenue, and relationship growth by managing the real estate and data portion of Indianapolis expansion, retention and attraction projects, and coordinating contact with the business community, government resources partners, community at large, and other business assistance partners on behalf of the City of Indianapolis. The Project Manager position is a highly visible representative of the Chamber and must display an exemplary manner of business and professionalism at all times.	
Evaluation of performance	Performance will be evaluated based on meeting the requirements of the job description; meeting specific goals and performance metrics for the position; working according to all policies and standards set by the Chamber; and consistently demonstrating established Chamber values.	
Key outcomes expected	<ul style="list-style-type: none"> • Manage contacts of and develop relationships with existing business client expansion/retention projects and coordinate staff and volunteer participation for client assistance • Work in cooperation with staff on attraction projects, as appropriate for Indianapolis • Prepare project information packets for Mayor's Office and the Department of Metropolitan Development • Facilitate employer meetings and interviews and coordinate site visits • Respond to RFIs and real estate requests • Work with area brokers to manage and update Zoom Prospector listings • Work with the research and marketing team on marketing materials and updates • Research public policy and best practices • Work with other staff to maximize the capability of information systems used to collect, share, report and analyze data • Write commitment letters, as needed • Track and update changes for the tax abatement matrix • Deliver reports for successful and active projects from database • Perform metrics for project activity • Respond to general inquiries • Special projects as assigned by administration • Serve on economic development committees and task forces, as appropriate 	



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	<ul style="list-style-type: none"> • Maintain an active awareness and knowledge of community issues in order to better relate to business interests • Attend economic development seminars and conventions to make business contacts and increase economic development knowledge • Develop relationships with key members of the real estate community • Assist on permitting and regulatory projects, as needed
<p>Critical skills, knowledge, and behaviors</p>	<p>Experience in and demonstrable knowledge of working with and navigating various levels of governmental agencies and community organizations, familiarity with local development processes and communities</p> <p>Critical Skills, Knowledge, Behaviors:</p> <ul style="list-style-type: none"> • Demonstrates effective verbal, written, and e-mail communication skills. • Demonstrates effective interpersonal skills; must be able to effectively communicate with a variety of individuals with diverse backgrounds, education, economic levels, and roles within an organization. • Demonstrates strong presentation skills. Can facilitate both large and small group presentations. • Demonstrates effective conflict management skills. • Able to negotiate with and influence others. • Demonstrates customer service orientation with both internal and external customers. • Able to think logically and analytically. • Proactive in anticipating and alerting others to problems with projects or processes. • High detail orientation and accuracy. • Takes initiative and needs little supervision. • Able to prioritize, organize tasks and time, and follow up. • Performs responsibilities efficiently and timely. • Able to juggle multiple requests and meet multiple deadlines. • Works well in a team environment and as part of a team. • Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). • Demonstrates proficiency in basic mathematics. • Demonstrated familiarity with the Greater Indianapolis area, significant companies, and individuals of influence and leadership.
<p>Experience, education, degrees, licenses</p>	<p>Bachelor degree in public affairs, business administration, economics, urban planning or related fields.</p>



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Physical demands	Must be able to work proficiently with computers and other office equipment. Travel approximately 25%- 50% to member locations, City offices, Chamber sponsored events and meetings.
Work environment	Work is performed in an office environment. Daily work is generally performed in an office environment either at the Chamber or at a member location. Work is often conducted before, during, and after traditional business hours (i.e. 8-5). Events are generally held at either a public location, e.g. Convention Center, Union Station, Indiana Roof, etc., or a member's facilities; these events may be before, during, and after traditional business hours (i.e. 8-5).