



Employment Opportunity

Job Title

Project Manager and Market Analyst

About Us

The Aurora Economic Development Council (Aurora EDC) is a public-private partnership focused on strengthening the City of Aurora, Adams, and Arapahoe Counties' economies through a holistic approach. Our central objective is to attract high-quality primary employers and help them expand in these jurisdictions. We drive innovative deals and strategic initiatives while advocating for business-friendly public policy by leveraging our extensive expertise across multiple disciplines. We focus on the big picture and are always looking for the next big transformational project. Our organization targets Colorado's prominent industries including aerospace and defense, bioscience, healthcare, energy, logistics, and manufacturing, and works with all levels of government to accomplish our mission to spur development and create primary jobs.

As a membership-based organization, the Aurora EDC offers comprehensive services including working hand in glove with businesses, guiding projects through the development process from inception to occupancy, interfacing with local government, marketing assets and capabilities, advocating and influencing public policy, and more.

We have led or been involved in the most high-profile initiatives in Aurora, including the Gaylord Rockies Resort and Convention Center, adding to Amazon's ecommerce distribution network, the new light rail line through the existing core of the city, among many others. We never back down from a challenge and are looking for someone who is motivated to bring an innovative attitude and become a part of this high-performing team.

Description

This position will have multi-faceted responsibilities across the business, with a focus on lead generation, data and market analysis, and relationship management. We work in an autonomous but collaborative and fast-paced environment. The person in this role will be self-motivated and able to simultaneously manage a variety of activities without comprising results.

Responsibilities include but are not limited to the following:

- Lead generation and pipeline management
- Conduct market research, analysis, and reporting through data visualization and trend identification
- Manage and respond to RFIs, providing written proposals including site options, demographics, member services, etc.
- Evaluate projects using economic impact models
- Build on stakeholder relations with the public and private sectors, associations, etc. and drive a customer relationship management strategy with local businesses, the real estate community, etc.
- Develop strategies to generate opportunities in targeted and ancillary industries
- Maintain databases such as real estate inventory lists



Skills

Candidates must be highly organized and detail-oriented, communicate effectively, think critically, resolve issues in a timely manner, and produce quality work while handling multiple projects simultaneously. Proficiency in Microsoft Office is required; CRM platforms and analytic data skills preferred. Candidates should be able to learn independently, be self-motivated, have positive attitude, while collaborating in a small, friendly, team environment.

Qualifications

A Bachelor's Degree is required. Experience preferred but will consider a recent college graduate.

Employee will have access to confidential and proprietary information of Aurora EDC and will be required to sign a confidentiality agreement.

Some travel will be necessary.

Compensation

Competitive salary and benefits based on experience.

To apply: please email a cover letter, resume, references, and salary expectations to Yuriy Gorlov, Vice President, gorlov@auroraedc.com.

Deadline: close of business April 2nd, 2018