

POSITION ANNOUNCEMENT



Business & Industry Development Project Manager

Leading Economic Growth in One of North Georgia's Fastest- Growing Communities

The Dawson County Chamber of Commerce is seeking a dynamic, strategic, and relationship-focused professional to serve as Director of Economic Development. This leadership role offers the opportunity to help shape the future of Dawson County by driving business recruitment, retention, workforce initiatives, strategic partnerships, grant acquisition, and long-term economic prosperity.



This position is employed by the Dawson County Chamber of Commerce and works in close collaboration with the Development Authority of Dawson County to advance community and economic development initiatives that support sustainable growth and investment.

Located in the foothills of the North Georgia mountains and just north of Metro Atlanta, Dawson County combines exceptional quality of life with rapid residential and commercial growth. With expanding infrastructure, strong regional connectivity, and a thriving business climate, Dawson County is uniquely positioned for continued economic success.

The community is currently in the early planning and development stages of a transformational Business Innovation Park initiative designed to attract targeted industry sectors, support entrepreneurship and workforce growth, and position Dawson County for long-term economic competitiveness. The Director of Economic Development will play a key role in helping shape and advance this important initiative.

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The Opportunity

The Business & Industry Development Project Manager is responsible for coordinating and managing business, industry, and economic development projects that support investment, job creation, workforce development, and long-term economic vitality in Dawson County.

This role is focused on moving strategic initiatives from idea to implementation by managing project timelines, coordinating partners, tracking deliverables, supporting grant opportunities, and ensuring economic development efforts are organized, measurable, and aligned with Dawson County's strategic priorities.

Primary areas of focus include:

- Business and industry development projects
- Business recruitment, retention, and expansion
- Grant research, application support, compliance, and management
- Strategic partnerships with public, private, and educational partners
- Workforce development initiatives
- Community and economic development projects
- Project planning, coordination, implementation, and reporting

This individual will serve as a visible connector, project leader, and advocate for business and industry growth in Dawson County while supporting transformational initiatives, including the future **Business Innovation Park**.

The Business & Industry Development Project Manager will work collaboratively with Chamber leadership, the Development Authority of Dawson County, local governments, educational institutions, developers, utilities, state partners, and the business community to advance priority projects and position Dawson County as a competitive destination for business investment, industry growth, and job creation.



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Key Responsibilities

Economic Development Project Management

- Manage economic development projects and initiatives aligned with Dawson County's strategic plan.
- Lead projects from concept to completion, including timelines, partners, budgets, deliverables, and follow-up.
- Coordinate with local, regional, and state partners to support investment, job creation, infrastructure, workforce, and community development.
- Track milestones, deadlines, and project updates to ensure progress.
- Maintain awareness of available commercial, industrial, and development sites.

Business & Industry Relations

- Support business recruitment, retention, and expansion efforts.
- Build relationships with existing industries, prospects, developers, brokers, site selectors, utilities, and economic development partners.
- Serve as a point of contact for business and industry inquiries.
- Identify business needs, expansion opportunities, workforce challenges, and barriers to growth.

Grant & Funding Project Management

- Identify, pursue, and manage grant opportunities that support economic development, infrastructure, workforce, and community initiatives.
- Prepare grant applications, reports, compliance materials, and supporting documentation.
- Manage grant-funded projects, including timelines, budgets, partner communication, reporting, and compliance.
- Monitor grant deadlines and required deliverables.

Strategic Marketing & Business Recruitment Support

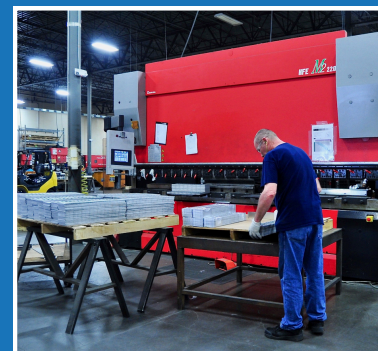
- Coordinate marketing efforts that promote Dawson County to site selectors, brokers, developers, utilities, and prospective industries.
- Prepare presentations, demographic reports, community profiles, project summaries, and prospect materials.
- Support recruitment projects by organizing information, coordinating partner input, and ensuring timely follow-up.
- Promote Dawson County's competitive advantages, available sites, workforce assets, and strategic opportunities.

Community & Workforce Development Coordination

- Serve as liaison for workforce development initiatives, educational partnerships, CTAE programs, and workforce agencies.
- Coordinate initiatives that strengthen Dawson County's business climate and support long-term economic growth.
- Engage Chamber, Development Authority, public-sector, and private-sector partners around shared priorities.
- Track action items, meeting outcomes, and next steps.

Development Authority Administration & Compliance

- Coordinate Development Authority meetings, agendas, notices, minutes, records, and compliance requirements.
- Maintain reports, presentations, project files, records, and program evaluations.
- Support compliance with applicable laws, regulations, reporting requirements, and public meeting procedures.
- Prepare updates for Chamber and Development Authority leadership on active projects, prospects, grants, and strategic initiatives.



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Ideal Candidate Profile

The ideal candidate will possess:

- Strong project management, organization, and follow-through skills
- The ability to manage multiple priorities, deadlines, and projects at once
- Excellent written and verbal communication skills
- Strong relationship-building skills with business, industry, government, and community partners
- Strategic thinking with the ability to move ideas into action
- Knowledge of grant research, administration, reporting, and compliance
- A collaborative, community-focused mindset
- Professionalism, integrity, discretion, and sound judgment
- Confidence working with business leaders, elected officials, developers, and stakeholders
- A self-directed, proactive, and solutions-oriented work style

Minimum Qualifications

- Bachelor's Degree from an accredited college or university in:
 - Economic Development
 - Public Administration
 - Business
 - Planning
 - Marketing
 - Communications
 - Or related field
- Demonstrated experience in:
 - Economic development
 - Community development
 - Strategic planning
 - Project management
 - Grant writing and/or grant administration
 - Stakeholder engagement
- Valid Georgia driver's license
- Strong organizational, analytical, and presentation skills



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Preferred Qualifications

- *Certified Economic Developer (CEcD) designation, or willingness to pursue certification*
- *Familiarity with Georgia economic development programs, incentives, and partner organizations*
- *Experience working with chambers of commerce, development authorities, local governments, or public-private partnerships*
- *Proficiency in Microsoft Office, Canva, CRM systems, and presentation platforms*
- *Experience supporting business recruitment, retention, expansion, grant management, or community development projects*
- *Strong comfort preparing reports, presentations, project updates, and professional communications*

Compensation & Benefits

The Dawson County Chamber of Commerce offers a competitive compensation package commensurate with experience and qualifications.

Benefits include:

- *Health insurance contribution*
- *Retirement benefits*
- *Paid holidays and PTO*
- *Professional development opportunities*
- *Mileage and travel reimbursement*

How to Apply

Professionals interested in this opportunity are invited to submit the following to M.Power@dawson.org by **June 30, 2026**:

Cover letter

Resume

Professional references

For Additional Information please contact:

Mandy Power

President & CEO

Dawson County Chamber of Commerce

M.Power@dawson.org