

Ohio Southeast Economic Development

EMPLOYMENT OPPORTUNITY

- Job Title:** Project Analyst
- Location:** Nelsonville, OH, or pre-approved remote location
- Education:** Bachelor's Degree Preferred in regional planning, business, finance, economic development or related degree.
- Reports To:** VP Business Development
- Work Hours:** Full-time
- Deadline:** Applications accepted until Feb 28, 2021, or until the position is filled, whichever is later

Organization Overview:

OhioSE is a private, nonprofit corporation designed to drive job creation and new capital investment in Ohio through business attraction, retention and expansion efforts. OhioSE is a wholly owned subsidiary of the Appalachian Partnership Inc. (API), a 501 (c)(3) non-profit organization. API is the employer of record for all OhioSE team members.

OhioSE contracts with the Ohio's lead economic development organization, JobsOhio, to serve as the JobsOhio network partner in 25 counties of southern and eastern Ohio. By being the outreach of JobsOhio in southern and eastern Ohio, OhioSE plays a leading role in economic development and serves as a catalyst to accelerate growth by helping Ohio's businesses in JobsOhio targeted industry sectors expand and attracting new companies to the state.

Position Description:

The Project Analyst is an integral member of the OhioSE team responsible for project activities and tasks of varying size and complexity. Project coordination can range from administration duties (maintenance of project documentation, proof reading, plans and reports), through quantitative analysis, and involve client interaction.

The Project Analyst will be half time dedicated to supporting project management and half time supporting site selection/site development duties.

Project Management Team Duties and Responsibilities

Intake, Vetting, Due Diligence and Structuring:

- Monitors the creation of projects and collaborates with entire team at OhioSE and appropriate JobsOhio staff
- Assists OhioSE project managers with projects as they progress through the approval process, particularly with updating Salesforce records and tracking projects through the sales, offer, approval and servicing phases.
- Conducts thorough Project record review in preparation for the MWF project meeting and indicates what fields still need to be completed, updated, modified etc. for generation of an offer letter
- Monitors active offers made to companies and coordinates follow-up with Project Managers including extension of offers

Application, Approvals, Agreements and Closing

- Responsible for Application
 - Assists project managers to ensure all application materials are properly completed.
 - Performs further due diligence on Company and ensure all forms align with Company's legal entity name confirming registration with the Ohio Secretary of State
- Coordinates Project Approvals
 - Tracks all approval bodies (Tax Credit Authority, Controlling Board, loan review, JobsOhio's Independent Review Panel, JobsOhio Investment Committee / Board)
 - Communicates dates and deadlines to the Project Management team

- Coordinates Project incentive Agreements
 - Follows up as needed with companies and JobsOhio to ensure agreements are executed.
 - Follows up as needed on any reporting and reimbursement issues with the companies and JobsOhio Project Performance Team

Supports the OhioSE team:

- Creates, runs, and delivers accurate and timely reports (e.g., weekly project, program, metric etc) for the Project team
- Ensure Salesforce is utilized across the team and reflects current business processes
- PC must be well versed in JobsOhio and DSA program guidelines and philosophies

Site Selection duties

- Review site inventory records for accuracy. Communicate with partners to ensure correct information is obtained and properly documented.
- Ensure information about sites and buildings is consistent among site records, presentations, marketing materials, documentation used for submission for site selection projects, and any other documentation of site data.
- Support OhioSE Site Selection Manager on review of very quick-turn-around Requests for Information (RFIs) from site selectors and companies. Document resources for completing future RFI's.
- Assist with preparation for site visits as needed.
- Assist with documentation for regular reporting, such as quarterly reports and gap analysis. May assist with quantitative and qualitative analysis of site inventory and site search specifications.
- Assist with maintenance of organization's shared files and ensure file sharing protocols are being followed.
- Assist with OhioSE Site Readiness Grant and Special Request Sites Grant. Help track grant deliverables and ensure they are properly stored in shared files and shared with LEDO's.
- Provide support for JobsOhio site related programs and initiatives. Assistance could include requesting follow up data from utilities or other regional partners.
- Prepare maps, aerial photos and other data using geographic mapping software as requested.

Experience Requirements

- Proficient in Microsoft office products (Word, PowerPoint, Excel)
- Data Analytics proficiency and experience preferred
- Self-motivated and quick aptitude

Position Specific Qualifications:

- 1 - 3 years of relevant professional experience preferred.
- Must be organized and detail oriented with ability to be thorough and check for errors and discrepancies. Ability to be productive with tedious tasks.
- Ability to communicate clearly, both verbally and in writing.
- Self-starter with the ability to take a task and run with it with minimal supervision strongly preferred.
- Working knowledge of economic development is useful but not required.
- Computer proficiency with Microsoft Excel, Word, Publisher, PowerPoint required. Familiarity with Salesforce and GIS software would be a significant plus.
- Excellent time management skills; ability to deal with changing work demands; ability to organize and prioritize multiple tasks required.
- Solid English writing, grammar and proofreading skills required.

- Ability to handle sensitive and confidential information with total discretion required.
- Ability to travel occasionally within southeast and central Ohio. Must have valid driver's license and reliable transportation.

Method of Response: Please submit a cover letter, resume describing relevant skills and professional experience, and contact information for at least three relevant academic or professional references to jdunnington@appart.org. **Applications will be accepted until Feb. 28, 2022, or until the position is filled, whichever is later.** No phone inquiries please. **OhioSE is an Equal Opportunity Employer**