



Project Manager | Job Description

Updated: May 2025

Wake County Economic Development Overview

Wake County Economic Development (WCED) is the primary economic development organization for Wake County, providing economic development support for its 12 municipalities. As a program of the Greater Raleigh Chamber of Commerce, the organization proactively creates an environment in which Wake County can grow and thrive, resulting in new jobs and capital investment.

WCED accomplishes its mission through five strategic pillars: Comprehensive Infrastructure Development; Business Recruitment & Expansion; Talent Recruitment & Workforce Solutions; Marketing & Brand Awareness; and Regional Leadership.

Method of Selection

The Director of Business Recruitment selects the Project Manager.

Nature and Extent of Job Responsibilities

The Project Manager is part of Wake County Economic Development's Business Recruitment and Expansion (BRE) Team. The position's primary function is to lead complex economic development projects throughout the site selection process.

The position has responsibilities in four key areas: 1) managing economic development projects considering Wake County throughout the decision-making process, 2) supporting WCED lead generation activities, 3) supporting municipal engagement, and 4) engagement with EDGE investors and key stakeholders.

Manage economic development projects

- Manage economic development projects throughout the decision-making process.
- Assist companies and site location consultants considering Wake County as a location.
- Coordinate the site-location search process with local, regional, and state economic development partners including private sector partners.
- Track active projects and prospect inquiries from companies, brokers and consultants.
- Support the Research Manager and project management team in completing RFPs, RFIs, and inquiries.
- Support the BRE Project Management team on coordination for site visits and events

Business Development and Lead Generation Support

- Maintain and track prospective leads that Wake County receives from various sources.
- Attend local and national trade show events to market Wake County as a preferred business location.
- Develop relationships with both local and external industry representatives, including real estate brokers, developers, and site selectors, to understand industry trends and needs
- Working with marketing and BRE Director, identify prospective out-of-market companies and develop relevant marketing campaigns to attract companies the county.

Support municipalities and site development

- Engage Wake County municipalities in a variety of ways to support economic development efforts



- Support and/or lead special projects as needed such as site identification and development, workforce initiatives, infrastructure planning, etc.
- Attend relevant municipal events aimed at supporting economic development through Wake County

Investor and stakeholder engagement

- Support the Director of BRE and the Executive Director with investor engagement
- Participate in partner and stakeholder activities and events

Education Requirements

Bachelor's Degree in Business Administration, Public Administration, Economics, Marketing, or related field.

Other Requirements

- 2-3 years of experience in economic development, project management, commercial real estate, business development and/or marketing
- Strong skills and demonstrated experience in project management and community engagement
- Outstanding communication skills, the ability to work collaboratively and communicate effectively with multiple partners
- Adaptable to a fast-paced environment and the ability to manage multiple projects and meet deadlines

Accountability

The Project Manager reports to the Director of BRE and ultimately to the Executive Director.

How to Apply

Please, send a cover letter and resume to wcedjobs@raleighchamber.org by end of business on Friday, June 29.