



Senior 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 Senior Project Manager.

Nature and Extent of Job Responsibilities

The Senior 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 Wake County's target sectors and WCED's existing industry engagement, 3) supporting municipal engagement and site development strategies, 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.

Target cluster initiatives and existing industry engagement

- Support the expansion and growth of existing industry through company visits and participation in industry events
- 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 site selectors, to understand industry trends and needs
- Support the growth and development of key, target industry sectors and help develop marketing and research priorities both informing and marketing local industry growth

Support municipalities + 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.

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

- 3-5 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.