

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Advanced Technology Project Manager position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$70,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

Review of applications will begin immediately. **The deadline to apply is November 25, 2022.**

[Apply Online](#)

POSITION: Advanced Technology Project Manager
DIVISION: Business Development
SUPERVISOR: Amy Walton
JOB LOCATION: Oklahoma City
SALARY: \$60,000-70,000
JOB NUMBER: J-775

Position Summary:

The Business Development Division at the Oklahoma Department of Commerce targets and recruits businesses to locate in the state as well as assists our current companies with expansion. The division works collaboratively on an outside sales program to increase new domestic and international investment in the state of Oklahoma. Candidates will conduct sales and marketing activities on behalf of the site location consultants, companies, and other decision-makers outside the state. The qualified candidate must possess enthusiasm, flexibility, and be willing to assume complex, challenging assignments. The incumbent must be extremely self-motivated, accountable, detail, and goal-oriented in a deadline-driven environment.

The position of the Project Manager is to be the primary point of contact for our prospective businesses, economic developers, and other internal and external teams while crafting and presenting project proposals/responses to businesses and consultants. In addition to participating in the process of identifying and coordinating site locations with the economic development community within the state.

Responsibilities:

- Proactively recruit new businesses to the State of Oklahoma by developing comprehensive industry knowledge in the areas of advanced technology, bio-economy, and early-stage business.
- Manage multiple, simultaneous projects working under the direction of cross-functional team members that may include internal and external resources.



- Develop target lists of site consultants and companies, and contacting the most likely candidates for location or expansion.
- General knowledge will include state incentives including, Quality Job profiles, incentive analyses, proposal coordination and preparation, company research, site selection research, state, and local information.
- Coordinate, plan, prepare and participate in out-of-state trade events to recruit business to the state.
- Provide professional communication with internal/external teams, clients, and partners regarding project deliverables and details.
- Utilize the CRM system (project management system) to input projects and details.
- Effectively communicate project status with Division Director and Deputy Division Director
- Other duties as assigned

Knowledge, Skills & Abilities:

- The ideal candidate will be a proactive, ambitious, self-starter with a positive attitude and the ability to multi-task in a deadline-driven environment. In addition, candidates must be adaptable to same-day turnarounds and rapidly changing priorities with minimum supervision.
- Must have excellent high-level skills in project management.
- Candidates should possess a comprehensive knowledge of sales techniques; best business practices; community and regional economic development programs and practices; and state and federal government agencies involved in economic development or recruiting.
- General knowledge and skill in Microsoft applications and databases are required.
- Skills and experience in business etiquette, organizing information, writing reports, and presenting material are also required.
- Ability to perform effectively in diverse environments in a professional manner.

Education & Experience:

Requires a bachelor's degree in economics, business, marketing, or a related field with a minimum of 5 years of experience in project management, sales, economic development, or real estate. Or an equivalent combination of experience and education. Experience with a CRM or project management system is preferred.

Special Requirement:

Schedules may include after-office hour events to promote the state as well as travel, both in and out of state, is required.

AA/EEO

