



Greater Jamaica
Development
Corporation

Job Title: Project Manager - Real Estate, Economic Development and Capital Projects

Purpose and Scope: Under the direction of the Managing Director; participate in the activities of the corporation promoting economic growth and development in Downtown Jamaica.

FUNCTIONS AND RESPONSIBILITIES

- Identify and assist in obtaining grant funds for both capital and planning projects.
- Coordination of projects with Federal, City and State agencies during implementation of projects and ensure compliance with governmental funding regulations and agreements.
- Participate in coordinating economic development activity with all City agencies and NGOs.
- Contract administration and budgeting.
- General construction knowledge.
- Perform financial analyses.
- Review and evaluate various economic development/real estate proposals.
- Participation in collection of economic statistics, work force demographics, business sector and community characteristics, incentive programs and other related information.
- Assist Managing Director to promote Jamaica as a viable option for the location of development projects, businesses and industries.
- Interact with various property owners, developers, real estate agents, financial institutions, private sector, community boards, elected officials and others to provide accurate information about economic development initiatives.

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Master's degree in urban planning, public administration, economics, or real estate
- Minimum 2-4 years of related experience with a City, State or Federal agency preferred
- Proficient in Microsoft Office with emphasis in Excel
- Excellent communication, writing and presentation skills
- Experience/knowledge of basic contracting procedures and ethics on a Federal, State and City level
- Ability to develop and manage budgets and expenditures with multiple funding sources and multiple sets of rules and regulations
- Must have the ability to learn and work efficiently and effectively with a limited degree of supervision
- Ability to multi-task and manage programs from conception through completion

APPLICATIONS: Send resume and cover letter to hr@gjdc.org