

Asset and Site Development Manager
Southern Ohio Port Authority (SOPA)
Portsmouth, Ohio 45662

Job Summary:

Under the supervision of the Executive Director, this full-time position is responsible for evaluating and categorizing site and building strengths and deficiencies, creating and implementing a site development plan, and managing development projects. Works closely with the Executive Director to align opportunities with site and building strengths and to develop mitigation plans to address weaknesses and threats.

Duties:

- Coordinate with partnered economic development agencies, utility providers, site selectors and other stakeholders to develop project plans for new and existing sites and buildings.
- Work with existing companies to resolve issues affecting business retention and expansion opportunities and inhibiting growth.
- Update and maintain SOPA's sites and building entries in JobsOhio and LOIS databases.
- Attend additional training on economic development, public financing, strategic planning and related fields.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree in public administration, business administration, marketing, economic development, property management, urban planning, law, or related field. Graduate degree or professional education is preferred, but the education requirement may be substituted for three years equivalent experience in a related field.
- Strong written and verbal communication skills are required and the applicant must be able to speak publicly and give professional presentations.
- Flexible hours and travel are required; the ability to travel independently is necessary.
- Experience with strategic planning, project management, or business plan development preferred.
- Proficiency with Microsoft Office is required and additional consideration will be given to applicants with experience with GIS, cartography, or computer-aided design.
- Research and analysis skills preferred.

To apply, please email a cover letter, three professional references, resume, and salary requirements to Jason Kester, Executive Director, Southern Ohio Port Authority (SOPA), jkester@sohpa.org by Friday, December 19, 2014.