

**DETROIT REGIONAL PARTNERSHIP (DRP)
POSITION DESCRIPTION**

DATE:	September 2019
POSITION TITLE:	Project Coordinator
REPORTS TO:	Vice President, Business Development
PROGRAM TEAM:	Business Development

I. QUALIFICATIONS:

Education: Requires a bachelor's degree in related field or equivalent combination of education and experience.

Experience: This position requires a minimum of 2-years of related experience and/or training in economic development, research, project management, marketing or events.

Other Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Ability to read and analyze complex documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to respond effectively and quickly to sensitive inquiries.
- Exhibit excellent time management and organizational skills.
- Proficient in MS Office – Word, Excel, Outlook, PowerPoint.
- Experience with client manager software (CRM) like Salesforce
- Ability to support and collaborate with in house teams and external partners.
- Some customer services/sales experience preferred.
- Possess valid Driver's License.

II. POSITION SUMMARY:

The Project Coordinator is responsible for supporting the Business Development team at the Detroit Regional Partnership (DRP), with key responsibilities for in-market hosting of clients, the tracking and development of client proposals and presentations, and convening of in-market stakeholders to further the program objectives. The position reports directly to the Vice President, Business Development and will require close collaboration with the Business Development and Marketing teams to successfully execute assigned responsibilities.

The Project Coordinator role is an operational support role with the responsibilities designed to streamline and improve the service delivery of the Business Development team. The person accepting this role must possess excellent attention detail, be highly responsive to time sensitive duties, be an effective communicator and be comfortable collecting and synthesizing data into written form. Additional experience in planning and coordinating complex events is highly desired.

III. POSITION RESPONSIBILITIES (or FUNCTIONS):	%OF TIME
<p><u>Support for RFI/Proposal Development:</u></p> <ul style="list-style-type: none"> • Responsible for the packaging and dissemination of DRP generated RFIs to public and private partners, including the collection of partner responses. This work will be done in coordination the VP, Business Development and the lead business development manager. • Conduct due diligence to support client proposal development – real-estate vetting, data collection, partner coordination, etc. • Assist with the packaging of completed client proposals to ensure consistent quality and timely delivery. • Responsible for helping prepare weekly and quarterly reports from Salesforce associated with the business development pipeline. 	35%
<p><u>Planning and Logistics Support for In-Market Hosting:</u></p> <ul style="list-style-type: none"> • Planning, logistics and operations support for visiting delegations, clients and site selectors. • Assist in the front-end communication with the hosted parties to identify interests and priorities. • Develop respective visit agendas and execute the planning of the individual visit components. • Onsite operations staff for all in-market events. • Works closely with the VP, Business Development, Marketing and respective team members in the execution of in market hosting. 	35%
<p><u>Convening of Public and Private Partners:</u></p> <ul style="list-style-type: none"> • Responsible for the logistics, document preparation and partner communication associated with the Partner Council. • Support for in-market convening of public and private partners associated with business development team activities. 	10%
<p><u>Other Duties</u></p> <ul style="list-style-type: none"> • Cultivate and manage assigned relationships with in-market public and private partners to ensure effective program communication and collaboration. • Assist with collecting and communicating Business Development team activities with public partners and other external stakeholders. • Responsible for helping to maintain/update team presentations for delegations, site selectors and client hosting. • Responsible for timely data entry and reporting associated with all assigned activities. • Manage budget development and expense reporting for assigned activities. • Represent the organization and generate program awareness by attending meetings and events. • Provide backup support to the Business Development Coordinator as needed. • Perform other duties as directed. 	20%