

Job Title: Project Manager - Gateway to the Midwest Investment Center (GMIC)

Job Summary: Responsible for project management, planning and reporting of St. Louis' proposed EB-5 Regional Center. The EB-5 Regional Center and Investor Pilot Program through the U.S. Citizen and Immigration Service (USCIS) allows foreign investors who invest \$500,000 or \$1 million in qualified projects and creates or saves 10 U.S. jobs to receive permanent residency status in the U.S.A.

Essential Job Duties and Responsibilities:

- Manage day-to-day operations of the proposed Regional Center, including financial reporting, budget preparation, USCIS reporting, project and investor communications, marketing and activities with GMIC consultants and counsel.
- Investment project prospecting, including identifying potential projects and collecting all relevant detailed material for staff and board review.
- Provides staff support for GMIC executive director, board of directors and committees to include compiling and distributing board packets and meeting minutes.
- Coordinates, organizes and implements special GMIC programs such as international marketing trips and makes arrangements through program completion and necessary follow-up.
- Assists with scheduling of meetings, appointments, event planning functions, and presentation and report materials.

Marginal Job Duties and Responsibilities:

- Oversee all aspects of general GMIC office coordination.
- Monitor and assist with maintenance of the GMIC website.
- Interact with clients, vendors and visitors.
- Open, sort and distribute incoming correspondence, including faxes, mail, UPS/FedEX
- File and retrieve organizational documents, records and reports.
- Coordinate and direct office services, such as records, budget preparation and personnel

This job description is intended to indicate the kind of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this job description that are of similar kind or level. The policy of the Economic Council is to recruit, hire, promote and transfer employees for all job classifications without regard to race, religion, color, national origin, gender, age, marital status, sexual orientation, veteran status or disability, except where the disability cannot reasonably be accommodated.

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- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Powerpoint or other programs.
- Conduct research, compile data and prepare papers for consideration and presentation to the executive director, and board of directors
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, board or other meetings.
- Interact with the GMIC board of directors.
- Collect and maintain inventory of office equipment and supplies.
- Support staff and board in assigned project-based work.
- May supervise interns and other support personnel as needed
- Assists in special events, such as fundraising activities and the annual meeting.
- Other duties as assigned by executive director.

Supervision Received:

This position reports to the executive director of the GMIC.

Education and Experience:

1. Bachelor's degree in Business Administration, International Studies, or closely related field. Masters degree a plus but not required.
2. At least five years of progressively more responsible documented experience.
3. Significant experience working with budgets and financial reporting instruments.
4. Excellent communication – oral and written – business skills.
5. International business experience is strongly desired but not required.
6. Ability to work with and communicate with corporate providers and partners at CEO and government leader level.
7. Advanced proficiency in MS Word, Excel, PowerPoint, Goldmine and Access and the ability to learn new software applications as needed.
8. Detail oriented with strong problem-solving skills.

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Working Conditions

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is usually quiet. The employee's central functions are conducted in a climate-controlled office.

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