Job Description

Title: Project Manager

Reports to: Executive Director of the Northern Kentucky Port Authority

Position Type: Full-Time

Summary: BE NKY Growth Partnership, the economic development company for Northern Kentucky, provides businesses with the expertise they need to build opportunities in Boone, Kenton, and Campbell Counties. Through our business attraction and retention efforts, we seek to create opportunity and prosperity for all Northern Kentuckians. This position supports that mission by advancing the Northern Kentucky Port Authority's role as a real estate and development tool for our region.

The Northern Kentucky Port Authority is a managed entity of BE NKY. This position will support the Port Authority full-time, but will be an employee of BE NKY and will participate in company-wide meetings, events, training, and social functions.

The Project Manager will assist with managing existing and future projects of the Northern Kentucky Port Authority and will support the evaluation of sites and buildings for commercial development/redevelopment. This position will maintain important day-to-day relationships with partner organizations, local municipalities, and commercial real estate professionals.

Essential Functions and Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage day-to-day projects for the Northern Kentucky Port Authority to further our role as an economic development tool for our region.
2. Meet regularly with project partners, including contractors, consultants, tenants, and funders.
3. Resolve questions, challenges, and conflicts in a timely manner. Recognize when issues need to be elevated and when they can be handled directly.
4. Prepare cost estimates, review invoices/pay applications, and perform other financial analyses.
5. Aide in the completion of grant applications, the implementation of grant awards, and the execution of RFPs.

6. Stay current on local, regional, and national trends in commercial real estate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Knowledge, Skills, and Abilities

1. Demonstrated project management experience.
2. Experience working on commercial real estate projects (especially industrial and office) or demonstratable knowledge of the real estate development process. Construction and/or development experience is a plus.
3. Display a high level of attention to detail, accuracy, and organization.
4. Diplomatic, tactful, flexible, resourceful, dependable, and professional.
5. Ability to establish and maintain effective relationships and communication with partners, leadership team, and co-workers.
6. Ability to work with and engage diverse groups of people and understand the importance of cultural competency in these interactions.
7. Ability to work effectively with multiple complex tasks as well as balance and prioritize multiple requests with limited supervision.
8. Skilled in, or willing to develop, public speaking skills at in-person and virtual meetings and events.

Qualifications

1. Bachelor's degree in real estate, construction management, business, finance, or a related field from an accredited college or university, or any combination of training and experience that meets the desired knowledge, skills, and abilities.
2. At least 3 years of directly applicable experience is preferred.
3. Strong computer skills including proficiency in Microsoft Office. GIS experience would be a plus.
4. Must have excellent written communication, oral communication, and interpersonal skills.
5. Must be able to present information in a way that is understood by a range of audiences.
6. Must be a self-starter, motivated, results-oriented, and willing to learn new skills.

About BE NKY Growth Partnership

Our Why:	Opportunity and prosperity for all Northern Kentuckians
Our Just Cause:	To serve Northern Kentucky so that our community prospers through the creation of good jobs.

BE NKY has a collaborative, supportive, and fun work environment. We offer health, dental, and vision insurance, 401k match, paid time off (PTO), parental leave, and an annual wellness stipend. The office is our primary work location; however, we offer flexibility to work from home on a limited basis.

Please submit resume and salary requirement to Rachelle Creager at rcreager@be-nky.com by January 23, 2026.

**BE-NKY provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, BE-NKY complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. BE-NKY expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of BE NKYs employees to perform their job duties may result in discipline up to and including discharge.*