

**ATLANTA DEVELOPMENT AUTHORITY**  
**JOB DESCRIPTION**  
**PROJECT MANAGER OF BUSINESS ENGAGEMENT**

**JOB DUTIES**

Assist the Manager of Business Engagement in all aspects of supporting job creation in the City by attracting new businesses to the City and the retention and expansion of existing businesses.

Marketing the City of Atlanta as a business destination, soliciting relocation of companies to the City and working with existing businesses to resolve issues hindering growth and expansion.

Specific activities include:

1. Marketing, soliciting and overseeing the implementation of large relocation, retention or expansion project in the City of Atlanta, acting as the single point of contact for all issues related to the business involved.
2. Creating and executing a marketing plan for the target industries, including an electronic newsletter and direct mailings.
3. Promote available tax incentives and structure these incentives for eligible businesses.
4. Developing a network of business service professionals that can provide leads for relocations, expansions and retention opportunities and creating a tracking system.
5. Promote ADA business loan and bond programs to eligible businesses.
6. Represent the ADA at economic development events and conferences.
7. Coordinate efforts with economic development partners.
8. Conduct research to support or shape economic development initiatives.
9. Research on the business environment in Atlanta to identify issues hindering the development of a competitive business community.
10. Assist in the creation and implementation of economic development policy.

Reports to the Manager of Business Engagement.

**QUALIFICATIONS**

1. Bachelors degree and/or 3-5 years experience in commercial real estate site selection, economic development finance or business retention & attraction
2. Proven business development experience, industry experience, retail, distribution, professional services or life sciences a plus
3. Proven financial expertise, understanding creative financing options a plus
4. Experience in a variety corporate relocation decisions
5. Demonstrated ability to market to large corporations and sophisticated buyers
6. Experience working with tax incentive and other attraction tools
7. Excellent communication and business management skills.

ADA is an equal opportunity employer.