



**BUSINESS RETENTION AND EXPANSION PROGRAM MANAGER
ECONOMIC DEVELOPMENT
JOB DESCRIPTION**

Invest Atlanta seeks an enthusiastic and experienced Economic Development professional for the role of Business Retention & Expansion (BRE) Program Manager.

Under the direction of the Assistant Director of Ecosystem Development, the BRE Program Manager will manage, coordinate, and implement programs and projects that support the retention and expansion of businesses in the city of Atlanta. This role will also assist with commercial, office, and industrial development as it pertains to business retention and expansion, including the management of Opportunity Zones and the Southside Industrial Park project; and support the growth of key industry clusters and projects related to creative industries, food access and World Cup business engagement.

KEY JOB RESPONSIBILITIES

- Connect local businesses to Invest Atlanta financial and technical assistance programs and serve as a liaison between businesses and governmental departments.
- Conduct BRE visits throughout the city, and leverage network of business and trade groups, chambers of commerce, and other local partners.
- Develop strategy to maximize utilization of State Opportunity Zones and create new applications for locations across the city.
- Work with external partners, including the Georgia Department of Community Affairs, Georgia Department of Economic Development, Georgia Power, and Metro Atlanta Chamber, among other stakeholders, on business retention and expansion projects.
- Promote the City of Atlanta as a business location to existing businesses, commercial real estate brokers, and site selection consultants.
- Respond to requests for information, and conduct research, economic and fiscal impact, financial modeling, and tax incentive analyses.
- Track interactions and maintain projects of current and prospective businesses in the organization's CRM system.
- Prepare monthly reports on economic development activities, including REBA "Regional Economic Business Assistant Grant", Opportunity Zones and other projects.
- Partner with Marketing to develop storytelling strategies designed to highlight businesses retention and expansion, Opportunity Zones, REBA "Regional Economic Business Assistant Grant", and other Economic Development activity.
- The above duties are not intended to be a complete description of all tasks. Duties and tasks may be adjusted from time to time to fall in line with organizational need and changes in the business environment.
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KNOWLEDGE, SKILLS, & ABILITIES

- Economic Development experience preferred.
- Experience with public speaking and developing presentations for a wide variety of audiences, including public and private sector leaders.
- Ability to capture program impact and produce storytelling materials.
- Demonstrated strong research, data analysis, and data interpretation skills.
- Experience in facilitating public-private partnerships and facilitating relationships with stakeholders in a public-sector entity.
- Experience in supporting the overall management of economic development project activities.
- Ability to work independently and demonstrate sound judgment with a track record of project management success.
- Working knowledge of planning, land use, and commercial real estate, including working with real estate developers and commercial real estate brokers in the Metro Atlanta area.
- Intermediate knowledge of a CRM and the Microsoft suite, including Excel.
- Preferred: experience using Costar, LOCI, IMPLAN and Geographic Information System (GIS) mapping software and databases.

EDUCATION & EXPERIENCE

- Graduate of an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economic Development, Urban Planning, Commercial Real Estate, Economics, Finance, or a related field. Master's Degree preferred.
- Three to five years progressively responsible work experience or management of projects and programs in sales, economic development, redevelopment, commercial real estate development, banking, consulting, chamber of commerce, government, public and/or private finance, or workforce development.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.