



**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 Economic 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 the Southside Industrial Park project; and coordinate data analysis and research activities of the Economic Development Department.

**KEY JOB RESPONSIBILITIES**

- Manage the BRE strategy and efforts with existing businesses by connecting them to local programs and acting as a liaison with government departments.
- Conduct BRE visits throughout the city, and leverage network of business and trade groups, chambers of commerce, and other local partners.
- Work with internal and external partners, including the Georgia Department of Economic Development, Georgia Power, and Metro Atlanta Chamber, among other stakeholders and partners, on business retention and expansion projects.
- Develop and manage a site selection tracking system.
- Support the Economic Development team with promoting 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.
- Aid companies and developers with navigating City of Atlanta processes and structures.
- Preparing reports on economic development activities for the Invest Atlanta Board and City Council.
- 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.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Economic Development experience preferred.
- Demonstrated strong research, data analysis, and data interpretation skills.
- Experience in facilitating public-private partnerships and facilitating relationships with stakeholders.
- 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.
- The ability to utilize software including Geographic Information System (GIS) mapping software and databases.
- Working knowledge of a CRM system.
- Must have intermediate or higher mastery of Microsoft Excel.
- Preferred: experience using CoStar, LOCI and IMPLAN.

## **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 economic development, redevelopment, commercial real estate development, banking, financial planning, business assistance and service, chamber of commerce, government, public facility or infrastructure development, public and/or private finance, or workforce development.

**Resumes should be submitted to:** [jobs@investatlanta.com](mailto: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.