



ECONOMIC DEVELOPMENT COORDINATOR

ECONOMIC DEVELOPMENT DIVISION

JOB DESCRIPTION

Invest Atlanta, the City of Atlanta's official economic development authority, is seeking a proactive, detail-oriented, and mission-driven **Economic Development Coordinator** to support the successful implementation and tracking of programs that advance inclusive economic growth. This role is a critical part of the Economic Development team and will focus on supporting business attraction, retention and expansion (BRE), small business initiatives, and ecosystem development across Atlanta's diverse communities.

The ideal candidate is highly organized, collaborative, and excited to work on projects that have a direct and positive impact on the city's business landscape and residents.

KEY RESPONSIBILITIES

- Provide administrative and project support to successfully execute Economic Development (ED) projects/programs, including but not limited to the collection of due diligence items; the review of loan/grant documents and maintenance of document review checklists; and collection of post-program/project documents.
- Compile and execute all payment requests, legal intakes, requests to procure, and expense submissions, ensuring timely and accurate processing in accordance with organizational policies and procedures.
- Support the development and administration of Requests for Ideas, Request for Proposals and/or Request for Qualifications of ED projects.
- Coordinate planning and implementation activities with Invest Atlanta departments, government entities, consultants, and stakeholders to efficiently and effectively advance revitalization efforts in Disinvested Areas, and other areas of focus.
- Compile and maintain Economic Development project data including Economic Impact Data (IMPLAN/LOCI), monthly WINs reporting, etc.
- Assist with the coordination and promotion of economic development programs, events, and outreach activities, including business forums, ribbon cuttings, and community meetings.
- Support site selection and business attraction efforts by preparing marketing materials, presentations, and customized data for prospects. Ensure coordination and alignment with Marketing, Communications, and Data Management staff.
- Prepare internal reports, briefings, and presentations for leadership, board meetings, and external partners.

- Support the development and implementation of new policies and procedures to streamline internal workflows and improve service delivery.
- Create and maintain reports for the ED Department, including but not limited to, project tracking, legal, and finance.
- Perform any other job duties as necessary and request for the furtherance of Invest Atlanta's economic development goals.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest and affinity for real estate and community development
- Knowledge of urban planning and development
- Ability to gather, analyze and synthesize data
- Ability to interface with developers regarding financial transactions
- Financial knowledge and aptitude
- Excellent interpersonal, presentation and writing skills; ability to cultivate and maintain external partnerships; strong verbal, written, communication and presentation skills.
- Strong community engagement experience
- Good organizational skills and results oriented; ability to work with persons across a broad spectrum of age, culture, economic, ethnic and institutional backgrounds.
- Strong grasp of Invest Atlanta, local, state, and federal program rules and regulations.
- Strong computer skills, including proficiency with using Microsoft Office (Word, Excel, PowerPoint, Outlook); database management; Adobe Illustrator and Photoshop.

EDUCATION AND EXPERIENCE

- B.A. or B.S. from an accredited college or university with a major in real estate, urban planning, public policy, public administration, or related field with a minimum of two (2) years of corporate or government experience in real estate, finance, community development or economic development OR Highschool plus 5 years of progressive experience.

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.