



SOCIAL IMPACT PROGRAM MANAGER

JOB DESCRIPTION

Invest Atlanta is seeking a talented “Social Impact Program Manager” to build public-private partnerships and lead programming that supports historically underinvested neighborhoods in the City of Atlanta.

Reporting to the President, Atlanta Emerging Markets, Inc. (AEMI), this unique position will provide dedicated support to two Invest Atlanta affiliate companies, AEMI (a certified Community Development Entity) and Invest Atlanta Partnership (a 501(c)(3) nonprofit).

The position will be responsible for a range of tasks, including grant writing and management, fundraising, impact lending, New Markets Tax Credits investing, storytelling, partnership development, and administrative coordination. Responsibilities will be tailored to align with the candidate’s strengths and background; however, the ideal candidate will bring specialized skills in **ONE** (or more) of the following focus areas:

1. Grant writing, fundraising, philanthropy, development, and/or grant management
2. Impact Lending and Investing, Small Business underwriting, Social Impact Finance, Community Development, or Economic Development project management
3. Storytelling, social media, marketing, and/or digital communications

Key Responsibilities

Grant Writing & Grant Management

- Support the writing and submission of grant applications.
- Manage grant documentation, draw requests, and disbursements.
- Maintain accurate tracking systems for deadlines, reporting, and compliance requirements.
- Manage existing and future grant awards.

Impact Lending Programmatic Support

- Assist in pipeline development, loan underwriting, and management of all impact lending programs.
- Support all data and impact reporting collection.

- Develop new impact investing tools
- Create new public-private partnerships

Storytelling and Marketing

- Develop, schedule, and post content across social media platforms.
- Support marketing campaigns for Atlanta Emerging Markets and Invest Atlanta Partnership.
- Assist with event promotion, partnership communications, and public-facing materials.
- Develop visuals, flyers, presentations, and storytelling content.

Additional Administrative Support

- Assist with preparation of board materials, presentations, and meeting logistics.
- Support scheduling, agenda development, and follow-up documentation.
- Support additional investment closings, including New Markets Tax Credits investments.

Qualifications

- Bachelor's degree in business, nonprofit management, development, urban planning, public administration, communications, or a related field.
- 2–5 years of professional experience in one of the three specialization areas.
- Strong writing and communication skills.
- Ability to manage multiple projects and deadlines.
- Demonstrated interest in community development, economic mobility, or nonprofit work.
- Detail-oriented with strong organizational skills.
- And other duties as assigned.

Resumes should be submitted to jobs@investatlanta.com

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, women, people with disabilities, and veterans, are encouraged to apply.