



Program Manager – TECHNOLOGY AND INNOVATION

JOB DESCRIPTION

Invest Atlanta, the Economic Development Authority for the City of Atlanta, seeks a driven, passionate, and resourceful team player to lead Invest Atlanta's Technology and Innovation initiatives. This professional will have two to five years of experience working with or in a tech entrepreneur ecosystem with specific experience supporting equity and economic mobility for female and minority entrepreneurs and startups.

Reporting to the Assistant Director, this role will develop, manage, and execute Invest Atlanta's programs and initiatives that develop the technology and innovation ecosystem. Key focuses, include: attracting, growing, and supporting companies, as well as working with our partners on economic equity, diversity, and inclusion initiatives. In this role, you will build upon Invest Atlanta's toolkit of resources for startups. In addition, this person may be responsible for key areas such as innovation policy and startup incentive programs.

KEY RESPONSIBILITIES

- Promote the City of Atlanta as a business location to private companies, real estate brokers, and site location consultants in the technology industry.
- Develop and maintain relationships with venture capitalists and angel investors to promote Atlanta-based companies and opportunities.
- Maintain strategic relationships and partnerships with centers of influence in the Atlanta business and startup community.
- Manage efforts to support Atlanta's growing startup community and particularly founders of color, female, and minority entrepreneurs by leading outreach and providing business assistance to Atlanta's new, growing, and scaling companies.
- Execute and build upon Invest Atlanta's toolkit of programs that provide access to funding, customers, and tech talent. Actively market our Atlanta Forward Loan Fund.
- Establish innovative policies supporting the growth of Atlanta's entrepreneurial ecosystem through startup tax credits and incentive programs or other policies that support growth.
- Support workforce development programs while leveraging the local university system to train for careers in the technology and other industries.
- Launch and maintain creative tools that allow the entrepreneurial ecosystem to track data around the startup ecosystem showing growth and investment within the City of Atlanta.
- Present (and prepare for) Invest Atlanta's Technology and Innovation cluster strategy and approach to entrepreneurs, partners, and other stakeholders representing the City's entrepreneurial initiatives at meetings, events, and conferences.
- 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 align with organizational need and changes in the business environment.

KNOWLEDGE, SKILLS, & ABILITIES

- Proven experience in the start-up and/or entrepreneurship ecosystem. A strong ability to build and maintain relationships across the startup ecosystem and amongst various stakeholders will be needed in this role.
- Ability to think strategically about upcoming entrepreneurial priorities and make data-driven decisions. The ability to implement and execute on strategies capable of advancing the start-up and small business ecosystem with a specific focus on female and minority entrepreneurs is paramount.
- Demonstrated ability to work within and navigate unstructured entrepreneurial or intrapreneurial environments.
- Strong business acumen and ability to utilize databases to gather, analyze and synthesize financial data to determine a company's maturity and potential for growth.
- Demonstrate the capacity to comprehend, communicate, and apply policy and regulation as it applies to the startup community.
- Collaborative team player; ability to multitask with disciplined attention to detail.
- Ability to communicate effectively both orally and in writing to political and business communities. Strong presentation skills.
- Skilled at managing multiple and competing tasks and priorities.
- Ability to review, interpret and disseminate information and make recommendations.
- Demonstrate ability to identify opportunities for entrepreneurship, new technology and business models, and community impact.

EDUCATION & EXPERIENCE

- B.A. or B.S. from an accredited college or university with a major in business administration, public administration, entrepreneurship, economics, finance or related field, with two (2) to five (5) years of progressive professional experience in an entrepreneurial role, economic development or business development role; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.
- Master's Degree in a related field is a plus.

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