Job Description

Economic Development Program Manager II

Invest Atlanta is recruiting an Economic Development Program Manager who will report to the Assistant Director of Ecosystem Development.

The Economic Development Program Manager will develop and implement the Wells Fargo Open for Business Programs, including ATLinBusiness Marketplace, as well as provide programmatic support to the small business loans, grants and technical assistance programs that support entrepreneurs and small business owners. In addition to supporting internal teams, the Program Manager will also support external partnerships, including with United Way of Greater Atlanta. The successful candidate will be offered a full-time position with benefits through December, 2024.

Job Responsibilities:

- Manage the marketing, adoption, and implementation of the B2B buyer and seller marketplace, ATLinBusiness Marketplace, which includes developing relationships with public and private sector procurement contacts across the Metro Atlanta region.
- Work directly with internal and external teams to develop and implement new and existing programs (loans, grants, and technical assistance) focused on small business support and job creation.
- Implement a comprehensive business development strategy to fill the pipeline (loans, grants and technical assistance), including identifying opportunities for new partnerships.
- Partner with Marketing to develop marketing and communication strategies designed to connect businesses with resources.
- Support ongoing community outreach efforts and dialogue with businesses, business associations and other stakeholders regarding toolkit.
- Schedule face-to-face interaction with local businesses to determine areas of support from Invest Atlanta and work with partner agencies on major projects.
- Ensure that data is entered in the CRM system and other databases, create monthly reporting on progress toward goals, and collect and analyze data for planning and tracking.
- Coordinate with internal teams to ensure meetings, speaking engagements, reports, presentations, and deadlines are completed efficiently and accurately.
- Assist with contract negotiations and monitor to ensure that contractual obligations are met; manage the program budget in conjunction with the SVP.
- Other duties as assigned to support the team.
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, procurement/supplier diversity, business assistance and service, chamber of commerce, government, public facility, or infrastructure development, public and/or private finance, or workforce development.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in economic development and cultivating public private partnerships;
- Excellent communication, interpersonal and presentation skills; ability to cultivate and maintain effective relationships with government, business, political and community leaders;
- Proven ability to work effectively with a diverse group of individuals from various racial, cultural, ethnic backgrounds;
- Ability to manage a high workload, multiple projects, and competing priorities;
- Strong attention to detail, excellent organizational skills, and an ability to work well under pressure;
- High ethical standards and values;
- Knowledge of local, state and national policies, issues and best practices regarding economic development;
- Ability to gather, analyze and synthesize data;
- Knowledge of trends, developments, and techniques in the field of economic development and non-profit administration;
- Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, Power Point, Outlook and other software programs, including a CRM;

Resumes should be submitted to: jobs@investatlna.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.