



## **JOB DESCRIPTION**

### **VICE PRESIDENT, TECH & ENTREPRENEURSHIP**

Invest Atlanta is seeking a professional with leadership experience and vision within the entrepreneur - tech ecosystem to direct, administer and oversee the direction and day-to-day activities related to the execution of the Women's Entrepreneurship Initiative (WEI) and other Tech Startup and Innovation initiatives. Reporting to the Invest Atlanta's SVP of Economic Development and the WEI Board, the Vice President will develop, manage and execute programs and initiatives that support the development of tech startups and all women entrepreneurs with a focus on the WEI Cohorts.

The Vice President of Tech & Entrepreneurship will be responsible for key areas such as tech and entrepreneur development programs; tech attraction efforts; and women entrepreneurship, financial capacity building and entrepreneur retention and entrepreneur development throughout the city.

### **KEY RESPONSIBILITIES**

#### **Strategic Ecosystem Development:**

- Lead WEI cohorts past, current, and future, developing mechanisms for sustainability and innovation to meet ecosystem and entrepreneur needs.
- Partner with the City of Atlanta's Office of Technology and Invest Atlanta's Economic Development team to position Atlanta as a Top 5 Tech Hub.
- Establish and maintain relationships with key partners, including Startup Atlanta, Atlanta Tech Village, CODA, Metro Atlanta Chamber, etc. and the wider ecosystem.
- Actively engage in business attraction programs and projects for the growth of Atlanta's tech community.
- Support workforce development programs, leveraging the local university system to train for careers in technology and other industries.
- Represent the City and Invest Atlanta at tech startup and entrepreneurship events; coordinate with surrounding jurisdictions on entrepreneur and technology startup matters.
- Lead a team of entrepreneur and tech startup experts in a matrix environment.

#### **Business Growth and Funding Support:**

- Develop and maintain relationships with venture capitalists and angel investors to promote Atlanta-based companies and opportunities.
- Execute and build upon Invest Atlanta's toolkit of programs for funding, customer access, and tech talent.

- Support Atlanta’s startup community, particularly founders of color, female, and minority entrepreneurs, through outreach and business assistance.
- Leverage the Atlanta Forward Loan Fund, Atlanta Startup Growth Loan Fund, Community Loan Fund, and other tools with the Economic Development team.
- Launch and maintain creative tools like Dealroom for tracking data around the startup ecosystem.

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 AND ABILITIES**

- Proven business development and entrepreneurial experience.
- Demonstrated ability to work with companies of all sizes from Fortune 500 companies to entrepreneurs, startups and small businesses.
- Demonstrated capacity to comprehend, interpret and apply regulations, procedures and related information.
- Excellent ability to gather, analyze and synthesize financial data to analyze a company.
- Collaborative team player; ability to multitask with disciplined attention to detail.
- Ability to communicate effectively both orally and in writing to political, nonprofit and business communities.
- Skill managing competing tasks and priorities.
- Ability to review, interpret and disseminate information and make recommendations.
- Ability to speak in public.
- Experience with Financing (debt and equity) tools strongly preferred.
- Proven leadership skills are required.

### **EDUCATION AND EXPERIENCE**

Bachelor’s degree or Master’s degree (preferred) from an accredited college or university with a major in business administration, public administration, real estate, economics, finance or related field with ten (10) years of progressively responsible corporate or government experience in community engagement, business development, commercial real estate, investment and finance, site selection, economic development or business retention & attraction; OR Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.

**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.*