



Learning & Development (L&D) Manager

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Invest Atlanta is the economic and community development agency for the City of Atlanta. Our mission is to create prosperity for all Atlantans by attracting and growing businesses, investing in affordable housing, and driving inclusive economic growth. We partner closely with city leadership, private-sector stakeholders, and community organizations to strengthen Atlanta's economy and expand opportunities for all residents.

The ideal candidate is both strategic and hands-on. In addition to contributing to learning & development programs, the successful candidate is also responsible for administrative and operational support within the HR function, including, but not limited to, onboarding and offboarding. This position will collaborate with the HR team to ensure work is completed as required.

Success in this role means contributing to impactful learning experiences, helping HR processes run smoothly, and ensuring employees have a positive, compliant, and supportive experience throughout their employment lifecycle.

KEY RESPONSIBILITIES

LEARNING STRATEGY & PLANNING

- Supports the design, implementation, and continuous improvement of company-wide learning & development programs aligned with organizational goals.
- Assisting with training needs assessments to help identify skill gaps across departments.
- Collaborate on professional development initiatives.
- Help evaluate training effectiveness through metrics, feedback, and performance outcomes.
- Partner with department leaders to support targeted development plans for teams and individuals.

REPORTING STRUCTURE & LEADERSHIP COLLABORATION

- Reports directly to the Chief People Officer (CPO).
- Works closely with the CPO to carry out learning, development, and related HR operations.
- Provide regular updates, insights, and recommendations to support organizational people strategies.
- Support the implementation of HR initiatives, policies, and programs as directed by the CPO.

ADMINISTRATIVE & HR OPERATIONS

- Coordinate employee onboarding processes, schedule orientation, track required training, and ensure all new-hire documentation is completed and properly maintained.
- Support offboarding logistics, including coordinating exit procedures, tracking documentation, collecting company property, and ensuring HR systems are updated accurately.
- Maintain accurate employee training, compliance, and development records within HR and learning management systems.
- Assist in processing invoices
- Coordinate logistics for training sessions, workshops, and HR initiatives, including scheduling, communications, materials, and vendor coordination.
- Prepare and maintain reports, dashboards, and presentations related to training participation, compliance, and employee development metrics.
- Support HR administrative workflows, documentation, and process improvements to ensure consistency, compliance, and operational efficiency.
- Back up HR Manager when required.
- Assist with HR audits, compliance requirements, and special projects as needed.
- And other responsibilities as required.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong knowledge of learning principles and instructional design methodologies.
- 5-7 years of HR experience is required
- Assist with the implementation of the HRIS.
- Efficient in Excel
- Excellent communication, facilitation, and presentation skills.
- Strong interpersonal skills and confidentiality are required in this role.
- Self-starter, strong time management skills, ability to prioritize tasks, proactive planning, and organizational efficiency required.
- Experience in design and/or delivery training.

EDUCATION & EXPERIENCE

- Bachelor's degree in a relevant field and a minimum of 3-5 years of experience or equivalent progressive work experience with 5 to 7 years in L&D and HR Best Practices.
- HR certification is preferred but not required. i.e., PHR, SPHR, SHRM-CP, or SHRM-SCP.

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, individuals with disabilities, and veterans, are encouraged to apply.