



**INVEST ATLANTA**  
**MANAGER OF INNOVATION AND ENTREPRENEURSHIP**

Invest Atlanta is seeking a professional with a minimum of five years of experience working and/or in the entrepreneur ecosystem to administer and oversee day-to-day activities related to integrated innovation and entrepreneur initiatives. Reporting to the Senior Vice President of Economic Development, the Manager of Innovation and Entrepreneurship will develop, manage and execute Invest Atlanta's programs and initiatives that support the development of entrepreneurs.

This is a high profile position and requires strong business acumen.

The Manager of Innovation and Entrepreneurship will be responsible for key areas such as smart city programs, innovation policy, entrepreneur workforce programs, and entrepreneur retention and entrepreneur development throughout the city.

**ESSENTIAL JOB RESPONSIBILITIES**

- Manage the effort to support innovation and entrepreneurship projects City wide.
- Establish strategic relationship with centers of influence in the Atlanta business community.
- Attend special meetings when necessary in support of entrepreneurial efforts.
- Build a business climate attractive to technology industries with technology infrastructure, skilled workers, research institutions, and economic development financing
- Build entrepreneurship and the emergence of locally generated technology business
- Establish policies and programs that deploy technology to traditional and small businesses
- Develop a program where students want to enter science and engineering fields.
- Create a technology report card to enable communities to gauge their technology business climate.
- Support workforce development programs focusing on training individuals for the technology industry.
- Support the City's broadband efforts
- Represent the City and Invest Atlanta at appropriate technology led development events and conferences.
- Coordinate with surrounding jurisdictions on entrepreneur matters including outreach programs and projects.
- Coordinate and execute projects, programs and assignments as assigned.

## **EDUCATION AND EXPERIENCE**

- B.A. or B.S. from an accredited college or university with a major in business administration, public administration, real estate, economics, finance or related field, with five (5) years of progressively responsible corporate or government experience in commercial real estate site selection, economic development or business retention & attraction; OR
- Economic Development Certification (preferred)
- Equivalent combination of education and experience with equips the applicant with knowledge, skills and abilities described above.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven business development and entrepreneurial experience.
- Demonstrated ability to work with large and small corporations.
- Demonstrate the 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.

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.**