



## **Job Description**

### **Director of Invest Atlanta's ARP Program**

Invest Atlanta is recruiting a Director of Invest Atlanta's American Recovery Plan Local Fiscal Recovery Funds Programs. Reporting to the President & CEO. The Director of Invest Atlanta's American Recovery Plan Local Fiscal Recovery Funds Programs will oversee the design and delivery of all ARP-funded programs by Invest Atlanta and WorkSource Atlanta to ensure value for money, probity, and compliance with Federal regulatory and reporting requirements and internal policies. The successful candidate will be offered an 18-month fixed term contract.

#### **Background**

The City of Atlanta has received an allocation of \$170,928,821 in American Rescue Plan (ARP) Local Fiscal Recovery Funds.

The overall goals for the allocation of these funds includes:

1. Continuing core City services
2. Responding to the continued COVID-19 emergency
3. Investing to address the economic effects on the community, complimenting other funds

Invest Atlanta is the official economic development arm for the City of Atlanta, with a mission to grow a strong economy, build vibrant communities and increase economic prosperity for all Atlantans.

WorkSource Atlanta was created through the Workforce Innovation and Opportunity Act of 2014 (WIOA) and serves as the workforce system for the City of Atlanta. It is responsible for training and workforce development programs and services within Atlanta funded under the WIOA Act.

WorkSource Atlanta and Invest Atlanta are in the process of becoming one integrated agency to unify economic and workforce development strategies.

Invest Atlanta and WorkSource Atlanta have been allocated \$24.7M in Local Fiscal Recovery Funds to deliver the following programs:

1. Regional Partnership for Upskilling in Key Growth Industries
2. Hiring and Jobs Program for Vulnerable Populations
3. Small Business Grants

4. Business Support Technical Assistance Network
5. Permanently Affordable Commercial Space

The agencies are hiring additional staff and procuring partners to support this work.

**Job Responsibilities:**

Develop overall program management arrangements for the spend and design and delivery of the programs

- Support the agency's SVPs who are responsible for individual programs, for example, with common systems and processes
- Oversee the agency's procurement activities related to the programs and manage its vendors
- Put in place internal rules which employees can understand and follow, which comply with Federal regulatory and reporting requirements and internal policies
- Establish data collection systems and reporting tools which enable Invest Atlanta and WorkSource Atlanta to demonstrate value for money and impact
- Support the agency's engagement with City officials and council members, as well as community leaders and neighborhood and other stakeholders
- Provide reports to the agency's COO, CEO and Board and the City of Atlanta's Finance Department, as required
- Successful track record in delivering complex, publicly funded economic development programs
- Strong commercial and analytical skills, and business awareness
- Organizational skills, with strong attention to detail
- Excellent people and communication skills
- Familiarity with the City of Atlanta (government), as well as with Atlanta's economic and social strengths and challenges.
- Successful track record delivering complex, publicly funded economic development programs
- Strong commercial and analytical skills, and business awareness

**EDUCATION & EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in economic development, business or related field and five (5) years of experience OR an equivalent combination of education and 7 years of experience which equips the applicant with the requisite knowledge, and skills required for this role.

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.