



Invest Atlanta  
[www.investatlanta.com](http://www.investatlanta.com)

### **Business Retention & Expansion - Economic Development Coordinator**

Under the direction of the Senior Vice President of Economic Development and reporting to the Manager of Business Retention and Expansion, Economic Development, the Economic Development Coordinator supports, plans, organizes, monitors, manages, and evaluates economic development project activities. Responsibilities include: coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development; workforce development; supports the attraction, retention and expansion of and provides assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment, or capital improvement programs or projects.

#### **ESSENTIAL JOB RESPONSIBILITIES**

Assisting in representing Invest Atlanta interfacing with private enterprises, corporate real estate executives, site location consultants, local, state, and regional economic development stakeholders and partners, economic development boards and committees, and others as assigned; developing project management plans specific to supporting BRE efforts focused on current and critical path schedules including but limited to: responding to requests for information, research, financial modeling and internal reports, must maintain projects in company CRM system. Co-develop business assistance strategies, business retention efforts, and commercial financing plans. Duties also include: interviewing and supporting City of Atlanta business owners, evaluating projects on a cost/benefit basis, providing assistance to companies and developers for acquiring city issued building permits, preparing reports on economic development activities for Invest Atlanta sr. management, advisory boards, and City Council; performs related duties as required.

Work requires considerable independent judgment and initiative in combining a broad scope of professional planning and economic development knowledge and sophisticated, analytical judgments in order to solve a variety of complex problems. Responsible for supporting the overall management of economic development project activities. Weekly visits to businesses will be necessary, reliable personal transportation is recommended and necessary. Inter-regional and some domestic travel is required.

## **QUALIFICATIONS**

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economics, Finance, Economic Development, Commercial Real Estate, or a related field. 2-5+ years progressively responsible work experience or management of projects and programs in economic development, redevelopment, commercial banking, financial planning, intangible sales, commercial real estate development, business assistance and service, chamber of commerce, government, public facility or infrastructure development, public and/or private finance, or workforce development. Must have intermediate level mastery of Microsoft Excel and a working knowledge of Salesforce®. Some experience with cold calling, prospecting and direct sales or marketing is a plus. Company sponsored training is available.

**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.**