



SENIOR VICE PRESIDENT, ECONOMIC DEVELOPMENT JOB DESCRIPTION

Reporting to the President & CEO, the Senior Vice President of Economic Development will be responsible for conducting and supervising the day-to-day activities associated with economic development in Atlanta, including developing and implementing the City's economic development strategy, business creation, attraction, retention and expansion, innovation and entrepreneurship. The Senior Vice President of Economic Development will supervise the Director of Economic Development and Economic Development staff in the day-to-day implementation of the Economic Development Strategic Plan as it relates to business retention and expansion, land and building development, transportation, innovation and entrepreneurship, international trade/foreign direct investment and special projects as assigned.

Primary duties will include managing a variety of development activities which are consistent with the goals of the city of Atlanta and the metro area.

KEY RESPONSIBILITIES

- Ensure, lead and create programs that support the diversity and inclusion goals in all of the economic development efforts.
- Lead the maintenance and handling of new business prospects and development activity, small business and entrepreneurial development and workforce development issues.
- Plan, direct, and implement the business marketing, retention and recruitment programs and activities.
- Respond to and work with relocation requests from outside companies and develop marketing programs and incentives to increase the number of new, quality jobs in Atlanta.
- Oversee the development of small business and entrepreneurial programs including the revolving loan funds. Also, lead the further development of the business retention, business expansion and emergency preparedness for Atlanta's businesses.
- Identify potential funding sources from public, non-profit and private sectors that would augment the economic development efforts.
- Oversee the management of funds including marketing and solicitation of borrowers and coordination of loan review committee and servicing of the loans.
- Work with the Director of Business Development to develop and maintain the city's economic development strategy in collaboration with the private sector and other public-sector entities.
- Work with the Small Business Development Director, Business Development Director, Business Retention Director, Manager of Innovation and Entrepreneurship and Vice - President of Marketing & Communications to coordinate all publications, advertising and web-based marketing for the city.
- Maintain accurate and complete records of all grants and funding from state, federal and private sources; and coordinate with other economic development agencies as approved by the President and Board of Directors.
- Develop new innovative programs and initiatives designed to bring operating revenue to the organization.

- Develop an international trade and foreign direct investment attraction program and implementation strategy.
- Establish key partnership with agencies that will be able to leverage IA's tools and assets including but not limited to WorkSource Atlanta.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and experience in non-profit management of economic development organizations and economic development programs.
- Experience working in city, county, state and federal government entities.
- Strong analytical, organizational, financial, and motivational skills.
- Ability to prepare and present concise and effective written reports.
- Interpret and administer policy, and design and implement an annual business plan.
- Strong oral and written communication skills.
- Ability to plan, assign and supervise the work of those under supervision and of volunteer boards and committees.
- Ability to work with community and governmental leaders effectively.
- Knowledge of trends, developments, and techniques in the field of economic development and non-profit administration.
- Ability to take initiative, work independently, and juggle multiple tasks.
- Ability to appropriately handle confidential information.
- Ability to deal with problems and make sound decisions.
- Substantial amount of time devoted to written and oral communications.
- Ability to handle multiple priorities simultaneously.
- Ability to represent the organization and the City of Atlanta in an ethical manner at all times.
- Ability to travel for the role as required.

EDUCATION & EXPERIENCE

- Undergraduate degree from an accredited college or university in real estate, urban planning, business, economics, finance, environmental studies, public policy, public administration, or related field required. MBA, MS or Certified Economic Development designation preferred.
- Minimum of 10 years' experience in the Economic Development field.

Cover Letters and 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, Disabled and Veterans are encouraged to apply.