



## **Project Manager – ENTREPRENEURSHIP AND INNOVATION**

### **JOB DESCRIPTION**

Invest Atlanta, the Economic Development Authority for the City of Atlanta, seeks a driven, passionate, and resourceful team player to partner with our existing Small Business Development team and lead Invest Atlanta's Entrepreneurship and Innovation initiatives. This professional will have two to five years of experience working with or in a tech entrepreneur ecosystem with specific experience supporting equity and economic mobility for female and minority entrepreneurs and startups. Reporting to the Senior Vice President of Economic Development, this role will develop, manage, and execute Invest Atlanta's programs and initiatives that support the development of small businesses, entrepreneurs, founders of color, female and minority startups.

This person will support and build relationships with Atlanta's 2,800 existing startup companies as well as work with our partners on economic equity, diversity and inclusion initiatives. In this role, you will build upon Invest Atlanta's toolkit of resources for startups and small businesses, providing access to business assistance, funding, customers, and talent. In addition, this person may be responsible for key areas such as innovation policy and startup incentive programs and work with our Chief Equity Officer on programs that support female and minority owned entrepreneurs and startups

### **KEY RESPONSIBILITIES**

- Manage efforts to support Atlanta's growing startup community and particularly founders of color, female, and minority entrepreneurs by leading outreach and providing business assistance to Atlanta's new, growing, and scaling companies.
- Maintain strategic relationships and partnerships with centers of influence in the Atlanta business and startup community and maintain Invest Atlanta as a go-to place for the entrepreneurial community to navigate local resources.
- Execute and build upon Invest Atlanta's toolkit of programs that provide access to funding, customers, and tech talent. Actively market our Atlanta Forward Loan Fund.
- Bring a metrics-oriented approach and continue to support job creation and capital investment for small businesses and emerging entrepreneurs in Atlanta.
- Establish innovative policies that support the growth of Atlanta's entrepreneurial ecosystem through startup tax credits and incentive programs or other policies that support growth.
- Support workforce development programs while leveraging the local university system to train for careers in the technology and other industries.

- Launch and maintain creative tools that allow the entrepreneurial ecosystem to track data around the startup ecosystem showing growth and investment within the City of Atlanta.
- Present (and prepare for) Invest Atlanta's Innovation and Entrepreneurship strategy and approach to entrepreneurs, partners, and other stakeholders representing the City's entrepreneurial initiatives at meetings, events, and conferences.
- Must be willing to complete other duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Proven experience in the start-up and/or entrepreneurship ecosystem. Economic development, business development, strategic partnerships, or relationship development and management experience. A strong ability to build and maintain relationships across the startup ecosystem and amongst various stakeholders will be needed in this role.
- Ability to think strategically about upcoming entrepreneurial priorities and make data-driven decisions. The ability to implement and execute on strategies that advance the start-up and small business ecosystem with a specific focus on female and minority entrepreneurs is paramount.
- Demonstrated ability to work within and navigate unstructured entrepreneurial or intrapreneurial environments.
- Strong business acumen and ability to utilize databases to gather, analyze and synthesize financial data to determine a company's maturity and potential for growth.
- Demonstrate the capacity to comprehend, communicate, and apply policy and regulation as it applies to the startup community.
- Collaborative team player; ability to multitask with disciplined attention to detail.
- Ability to communicate effectively both orally and in writing to political and business communities. Strong presentation skills.
- Skilled at managing multiple and competing tasks and priorities.
- Ability to review, interpret and disseminate information and make recommendations.
- Strong level of curiosity for entrepreneurship, new technology and business models, and community impact.

## **EDUCATION & EXPERIENCE**

- B.A. or B.S. from an accredited college or university with a major in business administration, public administration, entrepreneurship, economics, finance or related field, with five (2) to five (5) years of progressive professional experience in an entrepreneurial role, economic development or business development role; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.
- Master's Degree in a related field is a plus.

**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.*