



## **Manager of Innovation and Entrepreneurship**

Invest Atlanta is seeking a professional with 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 innovation and the startup ecosystem.

This is a high-profile position and requires strong business acumen, deep understanding of startup development and financing, as well as the ability to meet with C-suite executive's in a dynamic environment. The Manager of Innovation and Entrepreneurship will be responsible for key areas such as smart city programs, innovation policy, entrepreneur workforce programs, entrepreneur retention and entrepreneur development throughout the city.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Manage the effort to support innovation and entrepreneurship projects City wide
- Foster and advance strategic relationship with centers of influence in the Atlanta business community (universities, accelerators, investment groups, Fortune 1000 firms)
  - Support key industry clusters
  - Foster nascent industry clusters as they develop
- Attend meetings (some evening) in support of entrepreneurial efforts.
- Attend for profit and non-profit pitch competitions as observer and often judge
- Research and recommend policies and programs that attract and grow innovation
- Focus on retention for local high performing students graduating high school and college
- Support the City's Smart ATL team and Smart City efforts
- Work closely with the Mayor's Office of International Affairs on crafting international strategies and supporting international startup exchanges
- Act as the liaison to City Hall on technology, innovation, and the entrepreneurial ecosystem
- Represent Invest Atlanta on the board of Startup Atlanta
- Represent the City and Invest Atlanta at appropriate technology led development events and conferences.
- Coordinate with surrounding jurisdictions on entrepreneurial matters including outreach programs and projects.
- Coordinate and execute projects, programs and assignments as assigned.
- Travel sometimes required (~10% of the time) for conferences or seminars

### **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

- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven business development and entrepreneurial experience.
- Ability to build programs and hand off to strategic partners where applicable
- Capable of working in a highly self-directed environment
- Demonstrated ability to work with large and small corporations.
- Excellent ability to analyze and synthesize financial data and determine relevant insights
- 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.
- Ability to organize events and create logistics for small to medium size functions
- Strong ability to prioritize tasks with disparate timelines
- Ability to review, interpret and disseminate information and make recommendations.
- Ability to speak in public and demonstrated leadership qualities

**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.**