



## **Job Description**

### **Executive Vice President and Chief Operating Officer**

Reporting to the President and Chief Executive Officer, the Executive Vice President and Chief Operating Officer is responsible for managing and directing the day-to-day operations of the Authority's five areas of operation (Business Development, Community Development, Finance, Legal and Human Resources) to advance the economic development strategies of the organization.

### **Duties and Responsibilities**

- Support the President and CEO and organization's efforts to advance the overall economic development vision as mandated by the Board of Directors.
- Oversee senior team meetings and serve as operational team leader to insure advancement of strategic priorities of the organization including, but not limited to, the use and implementation of a CRM system.
- Lead the annual goal setting process utilizing Success Factors software; implement project management reporting systems and monitor operational goals throughout the year.
- Spearhead the implementation and coordination with Success Factors of the agency's key performance measures per department and agency wide.
- Serve as strategic liaison and assist with fortifying relationships with Atlanta City Council, City departments, Fulton County and other governmental stakeholders in advancing the legislative and financial agenda of the Authority.
- Guide the development, communication and implementation of effective growth strategies and financial processes.
- Lead and coordinate the negotiations involving the transfer, disposition and redevelopment of key assets from the City to Invest Atlanta.
- Guide team building activities; foster a success oriented, accountable environment within the organization.
- Garner key support from City and County elected officials in the advancement of economic development initiatives.
- Organize and execute periodic board and staff retreats to review and update the vision, mission, goals and objectives of the organization.
- Oversee and strengthen community engagement initiatives and neighborhood regeneration efforts in target areas.
- Serve as mediator for conflict resolution internally and externally; clear the path through effective communication and negotiation with 60+ external partners.

- Provide monthly Board briefings and programmatic updates to the Board of Directors, City Council, community leaders and other stakeholders.
- Inspire and motivate senior managers towards advancing the strategic priorities of the organization; provide mentoring as a cornerstone to career development for senior managers.
- Make recommendations to the President; institute improved rules and regulations to achieve more efficient systems operations.

### **QUALIFICATIONS AND EXPERIENCE**

- A minimum of 12 years of broad based senior management experience in program management, staff management and financial management.
- Master's degree preferred with a concentration in Business, Finance, Public Administration, Urban Planning or related field.
- Bond financing experience and Certified Economic Developer accreditation preferred
- Solid background in managing day to day operations of an agency focused on economic development initiatives.
- Experience in implementing the vision and strategic direction set by the organization's board of directors and President/CEO.
- Excellent interpersonal, communications, public speaking and consensus building skills.
- Results oriented professional with proven ability to effectively manage, develop and inspire team members.

**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.