SENIOR PROJECT MANAGER

JOB DESCRIPTION

Invest Atlanta is the City of Atlanta's economic development agency. We advance Atlanta's global competitiveness by growing a strong economy and building vibrant communities. Under the direction of the Assistant Director of Ecosystem Development, the Senior Project Manager leads, strategizes, and executes initiatives that attract and retain businesses within the city. This role involves high-level project management, stakeholder engagement, policy development, and the implementation of strategies that enhance Atlanta's business ecosystem. The Senior Project Manager also mentors junior staff, collaborates with leadership, and drives critical economic development efforts that align with the city's growth objectives.

KEY RESPONSIBILITIES

- Business Attraction Strategy Development: Lead the creation and execution of comprehensive business attraction strategies to position Atlanta as a premier business destination.
- Industry Targeting & Analysis: Identify and assess key industries for attraction, leveraging economic trends, data analysis, and business intelligence.
- Stakeholder Engagement: Establish and maintain high-level relationships with private companies, real estate brokers, site selection consultants, and state and regional economic development partners.
- Project & Program Leadership: Oversee complex economic development projects, ensuring alignment with Invest Atlanta's strategic goals, and provide guidance to junior team members.
- Financial & Incentive Modeling: Conduct in-depth research, financial modeling, and tax incentive analyses to assess project feasibility and maximize economic impact.
- Public-Private Partnerships: Facilitate high-profile public-private partnerships, working closely with corporate leaders, investors, and city officials to drive business expansion and relocation efforts.
- Policy & Process Navigation: Serve as a key liaison for companies and developers navigating the City of Atlanta's regulatory and incentive structures.
- Performance Metrics & Reporting: Develop and track key performance indicators (KPIs) to evaluate the effectiveness of business attraction initiatives and report findings to the Invest Atlanta Board and City Council.

- Trade Missions & Industry Events: Plan and lead participation in trade shows, trade missions, and networking events to promote Atlanta’s competitive advantages.
    - Mentorship & Team Development: Provide leadership, mentorship, and support to junior staff members, fostering professional growth and development.

KNOWLEDGE, SKILLS, & ABILITIES

- Expertise in economic development strategy, public-private partnerships, and corporate attraction initiatives.
- Strong analytical skills, including experience in financial modeling, tax incentive evaluation, and business case development.
- Demonstrated ability to manage complex projects, set priorities, and deliver high-impact results.
- Effective communicator with the ability to present to C-suite executives, public officials, and community stakeholders.
- Willingness to travel domestically and internationally as needed.
- Ability to work independently, think strategically, and execute high-level initiatives with minimal supervision.

EDUCATION & EXPERIENCE

- Graduate of an accredited college or university with a Bachelor' s Degree in Public or Business Administration, Economic Development, Urban Planning, Commercial Real Estate, Economics, Finance or a related field. Master's Degree preferred.
- Five to seven years progressively responsible work experience or management of projects and programs in economic development, redevelopment, commercial real estate development, banking, financial planning, business assistance and service, chamber of commerce, government, public facility or infrastructure development, public and/or private finance, or workforce development.
- Advanced proficiency in Microsoft Excel, CRM systems, and business intelligence tools.
- Minimum working knowledge of a CRM system. Company sponsored training is available.
- CEcD certification preferred.