



BeltLine Business Solutions Project Manager

The Atlanta BeltLine, Inc. (ABI) is the largest public infrastructure redevelopment program in Atlanta's history that includes 22 miles of light-rail transit located in the Atlanta BeltLine corridor, 33 miles of trails, over 1,200 acres of new parkland, 46 miles of new streets and streetscapes, public art, 1,100 acres of brownfield reclamation, and the creation of more than 30,000 jobs and 5,600 affordable housing units in the neighborhoods surrounding an underutilized railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

BeltLine Business Solutions Office is a newly created office within Atlanta BeltLine Inc.'s (ABI) Economic Development Department, partially funded by U.S. Economic Development Agency (EDA). This Office is designed to i) coordinate with other local business service organizations to provide seamless assistance to BeltLine businesses and ii) deliver tailored solutions to local small businesses seeking to expand across the 22-mile BeltLine corridor. The Office will prioritize services to local small businesses owned by women and minorities.

The Business Solutions Office Project Manager position will lead the service delivery strategy, drive business development, day-to-day operations and be responsible for achieving the goals of the newly created Office. The BeltLine Business Solutions Office Project Manager is a fully *grant-funded position* with the following specific responsibilities.

PRIMARY RESPONSIBILITIES

- Work closely with ABI's Economic Development Team to successfully launch the BeltLine Business Solutions Office
- Coordinate with ABI's Procurement team to manage all solicitations to select service delivery vendors on the project
- Manage a network of partners and vendors to deliver best-in-class services to BeltLine businesses
- Establish, cultivate, and maintain key stakeholder relationships with partners (such as Invest Atlanta, City of Atlanta, Community Improvement Districts, Business Associations, etc.) that can complement and enhance the quality of services to businesses
- Execute a service delivery strategy to exceed the goals established for ABI's BeltLine Business Solutions Office per the U.S. EDA grant agreement
- Direct, track and be accountable for all aspects of the Office's effort to support small businesses
- Develop and execute a tailored business development and service delivery strategy to prioritize services to BeltLine businesses owned by women and minorities
- Provide consistent and timely reports to ABI's leadership and other ABI staff on the performance of the Office per U.S. EDA grant agreement
- Ensure high-quality service delivery to the businesses that are served by ABI's BeltLine Business Solutions Office
- Support data collection efforts (surveys, focus groups, etc.) for services delivered to businesses on the project
- Provision supervision for a Business Outreach Coordinator role within the Office

Education: Bachelor's degree required, Masters preferred.

Experience: 7+ years full-time satisfactory experience in one or more of the following: a. business development, retention, expansion, and relocation or assisting businesses in accessing public and private services and programs including workforce development

Competencies:

- At least seven years of experience providing results-oriented direct technical assistance to small businesses
- Knowledge and understanding of the small business community and economic development organizations
- A strong belief in the potential of entrepreneurship as a powerful tool to address the racial wealth gap.
- Ability to think independently and generate innovative ideas to achieve exceptional results
- Excellent interpersonal skills and the ability to work well within a highly collaborative environment.
- Strong writing, analytical, interpersonal, time-management, and communications skills
- Proficiency in Microsoft Office, including Excel and PowerPoint

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident that they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.