



## Georgia Department of Economic Development Position Announcement

Title:	<b>Manager, Special Projects</b>	Salary:	
Division:	<b>Global Commerce</b>	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm. It is Georgia's lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, and locating new markets for Georgia products. As the state's official destination marketing organization, it drives traveler visitation and promotes the state as a location for film and digital entertainment projects. GDEcD is responsible for planning and mobilizing state resources for economic development, fostering innovation and the arts to drive opportunity from the mountains to the coast.</p> <p>The Global Commerce team seeks to increase jobs and investment through new locations and expansions, including small businesses. Global Commerce professionals include statewide and regional project teams, small business, and International Representatives in more than a dozen international markets that connect businesses to partners and resources across the state.</p> <p>The Manager of Special Projects serves as a trusted strategic partner to the Deputy Commissioner of Global Commerce, providing high-level operational support across one of the state's most visible and impactful divisions. This role ensures that the Deputy Commissioner's priorities are seamlessly executed, the Global Commerce team is aligned and equipped for success, and the department maximizes opportunities to create jobs and investment across Georgia.</p> <p>The ideal candidate is proactive, highly organized, solutions-driven, trustworthy and capable of representing the Deputy Commissioner and division with confidence. The position requires exceptional judgment, superior communication skills and strong relationship-building abilities, the ability to anticipate needs before they arise, and confidentiality. The candidate is deeply committed to the mission of economic development.</p> <p><b>Strategic and Operational Support</b></p> <ul style="list-style-type: none"> <li>• Support the Deputy Commissioner, helping shape priorities, anticipate challenges, and provide insight-driven recommendations.</li> <li>• Oversee the Deputy Commissioner's workflow and calendar — screening requests, coordinating logistics, certifying and reviewing meeting briefing memos for senior leadership, and ensuring preparation and follow-up. Advise on meeting prioritization and delegation when scheduling conflicts arise, coordinating with the Executive Assistant.</li> <li>• Coordinate senior leadership meeting/event requests for the Division with the Commissioner's Office.</li> <li>• Prepare the Deputy Commissioner for engagements through briefing materials, Salesforce data, talking points, draft presentations, and background documents for meetings, industry visits, and other engagements.</li> </ul>		

Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Build and maintain systems that support smooth operations, efficient communication, and readiness for fast-moving economic development opportunities.</li> <li>• Translate high-level objectives into actionable plans; ensure follow-through across Global Commerce's teams, initiatives, and cross-agency partners.</li> <li>• Coordinate follow-ups from meetings and conferences, ensuring commitments and action items move forward.</li> <li>• Lead and manage special projects as designated by the Deputy Commissioner.</li> </ul> <p>Initiative, Anticipation &amp; Problem-Solving</p> <ul style="list-style-type: none"> <li>• Proactively identify potential obstacles and sensitive issues and propose solutions before challenges escalate.</li> <li>• Anticipate the Deputy Commissioner's needs and prepare options, context, or decision pathways ahead of key meetings, project milestones, or public-facing events.</li> <li>• Step in to resolve issues, mediate conflicts, and keep high-priority projects on track.</li> </ul> <p>Stakeholder &amp; Partner Engagement</p> <ul style="list-style-type: none"> <li>• Serve as an extension of the Deputy Commissioner in meetings, internal discussions, and stakeholder interactions, ensuring clear communication and consistent execution of goals.</li> <li>• Represent the Deputy Commissioner in select internal or external meetings, as appropriate; ability to present to a group with confidence.</li> <li>• Build strong relationships with partners and represent Global Commerce with professionalism and diplomacy.</li> </ul>		
Minimum Qualifications:	<ul style="list-style-type: none"> <li>• Bachelor's degree in business administration, public administration, economic development, political science, or related field AND a minimum of four (4) years of progressively responsible experience in executive support, strategy execution, project management, or economic development</li> <li>• Knowledge of Georgia's economic development ecosystem, including business recruitment, existing industry support, workforce, and incentives</li> <li>• Exceptional oral and written communication skills</li> <li>• Proven ability to exercise discretion, think strategically, and anticipate needs.</li> <li>• Strong analytical and problem-solving skills</li> <li>• Demonstrated ability to execute multiple projects simultaneously</li> <li>• Exceptional organizational skills and attention to detail</li> <li>• Comfort with public speaking and presentations</li> <li>• Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint</li> </ul>		
Preferred Qualifications:	<ul style="list-style-type: none"> <li>• More than six (6) years of progressively responsible experience in executive support, strategy execution, project management, or economic development</li> <li>• Prior experience working in or closely with Georgia state government or a regional/state economic development agency</li> <li>• Proven understanding of Georgia's economic development ecosystem, including business recruitment, existing industry support, workforce, and incentives</li> <li>• Experience planning and executing high-level events</li> </ul>		
Travel Required?	Yes	Nights, Weekends Required?	Occasionally
Deadline:	<b>Open until filled, apply ASAP.</b>		

**Application Instructions:** To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email [jobs@georgia.org](mailto:jobs@georgia.org).

**Additional Information for Applicants:** *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

*To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.*

*Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.*

*Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.*

**GDEcD is an Equal Opportunity Employer**