



Georgia Department of Economic Development
Position Announcement

Title:	Event Manager	Entry Salary:	\$55k - \$62k, commensurate with experience.
Division:	Global Commerce/Georgia Allies	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, addressing macro level workforce issues, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>Georgia Allies is a public-private partnership fostering the professional relationships important to attracting, retaining and growing world-class capital investment and quality jobs across Georgia. Georgia Allies builds on the economic development initiatives of its members to create a larger, more effective amplification of Georgia’s outstanding business development efforts. This membership program allows the state to pool resources and produce far greater results collectively than could any member individually. The Chief Operating Officer of GDEcD serves as the Executive Director of the Georgia Allies, and GDEcD dedicates two full-time staff members to plan and execute events and to manage administrative requirements of the partnership.</p> <p>Working closely with the Director, the Event Manager will be responsible for assisting in the day-to-day operations of the Georgia Allies program, with the primary goal of planning and executing innovative, unique and extraordinary marketing programs and events that aggressively promote Georgia’s business development efforts. The Event Manager will support the Director with the planning, management and on site execution of events including venue research and menu selections, logistics, and follow-up with attendees. Responsibilities will also include: maintaining communication with partners, participants, and vendors; ensuring that all written communication is accurate and appropriate for the audience; maintaining program databases and other administrative records (such as meeting minutes, financial records, calendars, insurance, marketing materials, etc.); participating in on site visits for finalizing event details; negotiating contracts; ensuring that financial and legal reporting requirements are met; ensuring a high level of professionalism, sound judgement and decision making; good time management skills and exceptional attention to detail and creativity.</p>		

Minimum Qualifications:	<ul style="list-style-type: none"> • Bachelor’s degree in marketing, public relations, business administration or a closely related field and three (3) years of experience managing marketing events, including directing staff during events and working with outside partners and stakeholders OR One year of experience managing marketing events for the Georgia Department of Economic Development or a similar partner organization. • Project management and budgeting experience. • Strong written, oral and interpersonal communication skills, including skill in copywriting, proofreading and editing written information. • High level of professionalism in demeanor and attire, including demonstrated ability to interact effectively with high level executives and stakeholders. • Ability to travel and work nights and/or weekends as required for events. 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Experience in successfully planning and executing aspects of a large corporate marketing events • Understanding of economic development and Georgia businesses. • Proficiency with Microsoft Office applications and database management. 		
Travel Required?	Yes, domestic and limited international	Nights, Weekends Required?	As necessary for events
Deadline:	Open until filled; resumes will be reviewed immediately. Apply ASAP.		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via e-mail to: jobs@georgia.org*** no later than the deadline listed above. Include the position title and location in the subject line of your e-mail. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000.

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.*

Please note: To be considered for a salary offer above the entry level, 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