

## Job Description

Job Title: Investor Relations Coordinator

Georgia Screen Entertainment Coalition

January 2024

Reports To: Executive Director

**Who We Are:** Founded in 2018, the Georgia Screen Entertainment Coalition (GSEC) is a non-profit business advocacy organization that serves to promote, protect and advance Georgia's film, television and digital entertainment industry. As a membership driven organization, we represent the full ecosystem of Georgia businesses and organizations leading the state's thriving film industry, including all major film studios, crew, infrastructure businesses, education and workforce institutions and film commissions across the state. GSEC is an affiliate of the Georgia Chamber of Commerce and is based out of the Chamber office in downtown Atlanta.

**What We Do:** GSEC works to protect, promote and advance Georgia's film, television and digital entertainment through:

- Serving as the expert resource for elected officials and policymakers as they steward Georgia's successful tax incentive program that stimulates and sustains industry growth and viability
- Advocating for legislation and policies that will protect and enhance Georgia's ability to grow as a top film, television, and digital entertainment destination.
- Increasing awareness of the economic benefits and opportunities the industry brings to Georgians and Georgia businesses statewide.
- Cultivating and highlighting statewide support for the essential catalyst of this economic success — Georgia's film tax incentive.
- Supporting programming, partnerships and investments that strengthen Georgia's industry infrastructure, workforce development initiatives and growth as a global leader for full-circle production
- Facilitating connections between member businesses to help support a robust network of Georgia-based industry leaders

**The Position:** The Investor Relations Coordinator will focus on driving membership engagement and communication, scheduling and planning meetings and events, managing member renewals, and support the executive director in all aspects of achieving organizational goals and the day-to-day operations of the organization. Specifically, the role will be responsible for:

- Member Engagement:
  - Proactive relationship management with GSEC members; developing and executing membership engagement and retention plans, maintaining member database
  - Managing membership renewals- invoicing, follow-up, tracking
  - Responding to membership inquires and requests for information, assist in tracking and maintaining prospect database
- Communication:
  - Drafting & sending GSEC communication to members and stakeholders
  - Drafting and review of newsletter, social media content and general content for member, legislator and grassroots audiences
  - Provide excellent customer service skills to members, partners and stakeholders
  - Collaborating with GSEC's communication and PR vendors
- Meetings & Events:
  - Serving as the main administrator for GSEC and Executive Director schedules & activities
  - Scheduling, prep & logistics for meetings with GSEC partners, stakeholders and members
  - Planning and executing member and legislator events
  - Scheduling and coordinating (logistics, materials, communication, etc.) GSEC presentations

**Who are the primary contacts in this job?**

- GSEC Executive Director & VP of Government Affairs
- GSEC officers & membership
- Georgia film industry leaders & stakeholders
- Local & state elected officials & administrative teams
- GSEC support team & vendors
- Georgia Chamber Staff: Government Affairs, External Affairs, Accounting and leadership

**What behavioral traits, attitudes and skills are required?**

- Strong organizational and time management skills; ability to prioritize and juggle a variety of initiatives and deadlines
- Excellent writing and communication skills tailored to a variety of audiences and formats
- Meticulous attention to detail in communication, planning and execution
- Desire to provide excellent customer service and proactive problem solving skills; ability to provide timely and thorough responses to GSEC members and stakeholders
- High energy self-starter, eager to contribute ideas and effort toward organizational and industry initiatives
- Flexible, dependable team player comfortable with high-pressure environments
- Ability to maintain a high level of professionalism, confidentiality and accountability

**What are the prerequisites for employment?**

- College degree preferred, and/or applicable volunteer, internship or work experience
- Interest in government affairs and the film production industry
- Working knowledge of Microsoft Office (Outlook, Word, Excel) required, familiarity with digital/design programs preferred (Adobe, Indesign, Canva, Mailchimp, Wix)
- Willingness to learn and work in CRM database required (Atlas)
- Ability to work at Georgia State Capitol daily January through March
- Ability to work in downtown Atlanta office 2-3+ days /week, April- December
- Ability to travel within metro Atlanta to member and event locations; occasional travel within Georgia with advance notice

**Compensation Package:**

- Salary range: \$50,000- 60,000 based on experience
- Performance-based bonus
- Employer paid 401(k) contributions
- Employer assisted health insurance
- Employer paid dental, vision, STD, LTD, and Life insurance.
- Employer paid time off for vacation and sick leave
- Employer paid parking or Marta.
- Employer paid job-related travel and expenses

**To apply**

Send your resume to [jobs@gachamber.com](mailto:jobs@gachamber.com) with **GSEC** as the subject line