

JOB DESCRIPTION
SENIOR PROJECT MANAGER, REDEVELOPMENT

JOB DUTIES

Reporting to Managing Director, Redevelopment. Senior Project Manager is able to perform most duties with a high level of independence and requires minimal supervision.

Primary responsibility for the following activities:

- Manage a team of professionals responsible for process and program implementation in the City's ten (10) tax allocation districts
- Coordinate activities associated with tax allocation bond issuance
- Administration of all tax allocation district applications.
- Maintenance of all tax allocation district accounts.
- Creation of financial projections for all tax allocation districts.
- Creation of the regular update reports for all tax allocation district stakeholders.
- Communication with City of Atlanta departments, attorneys, financial advisors, consultants and all tax allocation district stakeholders on a regular basis.

Specific activities of the Senior Project Manager include:

- Manage all personnel responsible for TAD activity. Engage and manage the activities of a team of professional third-party consultants.
- Develop, implement and sustain an effective and efficient application and selection process for tax allocation district projects, including a fair, thorough and rigorous due diligence process.
- Develop and sustain strategies to maximize quality development, tax base growth and job creation within the districts. Ensure the effective use of public funds in TAD-financed projects.
- Work with the City's Finance Department to, assure effective processes and controls for project monitoring, disbursement of funds and reimbursement of direct and indirect administrative costs.
- Oversee implementation of TAD Strategic Plan recommendations and ensure compliance with goals of the economic development strategy.
- Provide oversight of Atlanta BeltLine Inc. activities as it relates to the BeltLine TAD.
- Manage community engagement processes.
- Market, solicit and oversee the implementation of specific development projects within tax allocation districts.
- Manage outstanding Tax Allocation Bonds to ensure optimal performance of the district and provide cost savings to the City.
- Developing RFPs for specific projects within tax allocation districts that are consistent with the economic development strategy or other City priorities.
- Lead communication with the business, real estate, and builder communities to provide information about tax allocation district incentives and to understand the current market within tax allocation districts.
- Lead negotiations with developers and other applicants for tax allocation district funds.
- Coordinate the creation and maintenance of department infrastructure, including implementation of documented 'best practice' policies and procedures.
- Monitor developer and project compliance with terms and conditions.

- Monitor development project operating and financial performance.
- Preparation of marketing and other informational materials.
- Effectively represent organization at various public and private events.
- Communicate effectively and disseminate information to bondholders and investors.
- Plan and implement various economic development-related activities and initiatives on behalf of Invest Atlanta as needed.

QUALIFICATIONS

A minimum of eight (8) years' experience in finance, real estate development, urban planning, public policy or economic development

Master's degree in finance (preferred), business or real estate (preferred) or an equivalent combination of training and experience of such a degree in actual business, public policy, urban planning or economic development.

Strong interest in and affinity for downtown and community redevelopment. Knowledge of issues facing City of Atlanta is a plus.

Able to demonstrate the fundamentals of commercial and multi-family property valuation.

Ability to gather, analyze and synthesize data.

Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, Power Point and other software programs.

Ability to work well with business, political and community leaders.

Skills necessary to work well within public-private partnerships.

Resumes should be submitted to: jobs@investatlanta.com.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.