

ATLANTA BELTLINE, INC.

CHIEF OPERATING OFFICER

Position Description

POSITION SUMMARY

The BeltLine represents a tremendous opportunity to positively impact the way Atlanta will mature as a great City, and become a national role model in the process. The BeltLine will enrich Atlanta's quality of life with parks, trails, transit, and economic development and set a national standard for transformative investment, sustainable growth, and equitable development.

The Chief Operating Officer will work in partnership with the President/CEO to ensure the successful implementation of the Atlanta BeltLine, Inc. five year strategic work plan. In concert with the CEO, the COO will oversee ABI's senior leadership responsible for Real Estate, Design, Construction, and project tracking. This will enable the President/CEO to focus externally on alliance partnerships, strategic opportunities, resource development, and relationships with board members, trustees, and prospective donors and investors.

Under the President/CEO's direction, the COO will be responsible for keeping the ABI Board of Directors and the Mayor and City Council of the City of Atlanta well informed of the status of implementation of the BeltLine project. The Chief Operating Officer will manage and well-execute complex financial and operating plans, spearhead development of policies and guiding principles, anticipate and/or resolve challenges and issues, respond to community and stakeholder feedback and considerations, and work closely with counterparts within the City of Atlanta and other partners to coordinate and advance all BeltLine activities. The position reports directly to the President/CEO.

PRIMARY RESPONSIBILITIES

Successful candidates will demonstrate strong instincts and a track record for effective day-to-day operation of an organization, while strategically guiding the organization toward meeting the goals and objectives of the Five Year Work Plan.

- Works closely with the President/CEO to grow and transition the organization from start-up to a high-performance, well structured organization, broadening staff capacity and developing/refining policies, procedures and internal systems;
- Directs the creation of project management reporting systems that enable monitoring and management of projects both internal and external to ABI;
- Responsible for creation and implementation of a Five Year Work Plan, strategically prioritizing projects and tactically guiding implementation related to this plan;
- Responsible for ensuring resolution of issues that handicap effective and efficient project implementation;
- Creates and directs special task forces, called strategy teams, made up of technical experts and other key stakeholders in the development of policies and guiding principles that govern the core functional areas of BeltLine implementation;

- Establishes strong working relationships with all project partners and stakeholders, coordinating and integrating ABI activities with external efforts of City Departments and other outside partners;
- Provides briefings, status reports, and other updates to the Board of Directors, City Council, other key authorities, and the general public;
- Directs efforts related to maximizing Tax Allocation District funding opportunities, and identification and cultivation of new funding sources;
- Oversees efforts to ensure that project planning and implementation is informed by public input;
- Participates in established community events where the BeltLine project may be a topic of interest;
- Perform other duties as assigned and/or required.

SKILLS & QUALIFICATIONS

- Education:** College degree required. Masters degree preferred. Concentration in Business Management, Financial and Real Estate is essential.
- Experience:** A seasoned professional in financial, non-profit and/or real estate companies. Proven interest in and familiarity with environmental sustainability. Strong leadership and consensus building skills internally and externally. Proven project management and strategic planning experience. Experienced with community involvement in non-profit or for profit organizations; experience in galvanizing individuals and groups toward a common goal/purpose.
- Required Skills:** The ideal Chief Operating Officer will have at least 10 years of broad-based senior management experience, ideally at national organizations that have major roles within successful alliances or coalitions. Significant experience with program management, staff management and financial management is highly desirable. Must be highly organized, capable of self-direction and autonomy and able to work well with persons across a broad spectrum of age, culture, economic, ethnic and institutional backgrounds. Strong verbal, written, communication and presentation skills are required along with top level interpersonal and facilitation skills.
- Special Skills:** Background in urban planning or community and economic development a plus. Skills in mediation, negotiation and conflict resolution are essential.

Interested candidates should submit a cover letter and resume to sbrading@AtlBeltLine.org