



**ASSISTANT DIRECTOR
WESTSIDE INITIATIVES
JOB DESCRIPTION**

The Assistant Director - Westside Initiatives (ADWI) is responsible for creation, management and implementation of programming within a geographic area including the Westside, Hollowell/ML King and Perry Bolton TADs, University Choice Neighborhoods, Bowen Choice Neighborhoods and Proctor Creek, collectively referred to throughout this job description as the Westside Initiatives Area. The ADWI will also be responsible for identifying and sustaining strategic partnerships, managing consultants/vendor relationships, and seeking out investment and funding opportunities that will enhance the economic prosperity of the residents and communities within the Westside Initiatives Area.

The ADWI will serve as primary communications liaison and means of delivery for Invest Atlanta resources to Westside Initiatives Area residents and communities. The ADWI will focus on creating a sense of place by identifying and addressing needs, assets, and priority investment in accordance with adopted redevelopment plans and strategies. ADWI activities may include, but are not limited to, working to develop more vibrant and equitable communities by promoting integrated approaches to providing quality housing and expanded economic opportunities for low and moderate-income residents. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. Invest Atlanta's growth, progress and vision offers an outstanding opportunity for a skilled and creative project manager who wants to create a positive and lasting change in the community.

This position will report directly to the Vice President of Planning & Strategic Initiatives.

KEY RESPONSIBILITIES

General Duties:

- Develop, enhance, implement and monitor Invest Atlanta programs and initiatives within the Westside Initiatives Area.
- Conduct and supervise the day-to-day activities associated with economic development along Proctor Creek, including collaborating with the Sr. Vice President of Economic Development in developing and implementing the City's economic development strategy, business creation, and attraction activities.
- Serve as liaison between Invest Atlanta, multiple departments within the City of Atlanta, federal agencies, private developers/business interests and the organizations involved in the Proctor Creek Watershed Greenway and trail development.
- Work extensively with community-based organizations, stakeholders, public and private partners, and philanthropic organizations to strategically identify and

coordinate investments/resources, develop new initiatives, and implement programs that address economic mobility, income inequality, entrepreneurship, and community sustainability.

- Work directly with internal and external parties to successfully close transactions, including but not limited to, development of and adherence to closing schedule, negotiation of deal points, review and critique of governing loan/grant documents and collection of due diligence.
- Partner to assist in the development of marketing and communication strategies designed to attract private investment, reshape community identity, and preserve the culture within the Westside Initiatives Area.
- Develop, implement, and sustain an effective and efficient application and selection process for community development and neighborhood revitalization projects.
- Provide preliminary analysis of potential projects, including project readiness and feasibility, economic and community impact, and consistency with redevelopment and corridor plans.
- Advance various community development activities including but not limited to, housing, public safety, retail and economic development, transportation/connectivity, streetscape improvement, and the development of community amenities and facilities.
- Assist in leveraging available federal, state, local and private funds to support integrated strategic investment to promote needed and equitable development within the Westside Initiatives Area.
- Develop detailed work plans and program budgets, including identifying and utilizing outside funding sources to implement program objectives. Provide periodic (monthly, quarterly, and/or annual) reporting of program/initiative progress toward meeting work plan goals and budget.
- Support the Invest Atlanta partners with outreach, reports, and presentations for board of directors, stakeholders, city council, funders, etc.

Specific Duties:

- Oversee the day-to-day neighborhood improvement activities including, but not limited to, supporting the development of community facilities, increasing the availability of quality mixed income housing, providing economic incentives to attract or retain businesses, increasing the number of homeowners and supporting community engagement activities.
- Provide weekly “Call Report” summaries of meetings, conference calls, or correspondence with key community stakeholders, activists, elected officials, developers, investors, partners, or other parties with significant interests in the Westside Initiatives Area.

- Advance various community development activities including but not limited to, land assembly, economic development, affordable housing investment, transportation, and streetscape improvements.
- Work closely with the Underwriting and Transaction Services Director to assure effective processes and controls for project monitoring, disbursement of funds, and reimbursement of direct and indirect project costs.
- Coordinate and leverage Westside Initiatives Area resources with philanthropic community to fund quality of life projects.
- Assist in analyzing financial statements, development pro-formas, reviewing due diligence items, and negotiating financing terms with developers, non-profits, and community development corporations.

EDUCATION & EXPERIENCE

- M.A. or M.B.A (preferred), B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate finance, economics or related field, with a minimum five (5) years of progressively responsible work experience in real estate, finance, community development or economic development; or a person with ten (10) years of demonstrated progressively responsible work experience in real estate, finance, community development or economic development.
- CEcD, EDFP and/or AICP certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in community redevelopment and cultivating public private partnerships;
- Excellent communication, interpersonal and presentation skills; ability to cultivate and maintain effective relationships with government, business, political and community leaders;
- Proven ability to work effectively with a diverse group of individuals from various racial, cultural, ethnic backgrounds
- Ability to manage a high workload, multiple projects, and competing priorities.
- Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
- High ethical standards and values.

- Knowledge of local, state, and national policies, issues and best practices regarding community re-development and affordable housing.
- Ability to gather, analyze and synthesize data;
- Knowledge of trends, developments, and techniques in the field of economic development and non-profit administration.
- Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, Power Point, Outlook and other software programs.

Resumes should be submitted to: jobs@investatlanta.com

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants are encouraged to apply. This process includes a pre-employment background investigation that applies to all applicants, employees, and contractors of the company. The scope of this inquiry may cover such elements as education, employment history, a criminal history check, and reference checks.