

MULTIFAMILY PROJECT SPECIALIST JOB DESCRIPTION

The Community Development Department is focused on creating new affordable housing communities, preserving existing housing for decades to come, serving as a catalyst to providing long-term affordable housing, strengthening commercial corridors, driving redevelopment in distressed areas, and supporting revitalization in targeted communities. Community Development also strives to strengthen its financial position through diversification of revenue streams and advocating for the creation of new legislation and revenue streams to support affordable housing, neighborhood revitalization, and commercial development in the future. The Multifamily Project Manager will report directly to the Vice President, Multifamily Housing.

KEY RESPONSIBILITIES

- Apply program policies, project guidelines, and sound underwriting judgment to a wide variety of multifamily affordable housing transactions, including mixed-income and income-restricted developments, seeking development incentives.
- Review, analyze, and underwrite multifamily housing loan and grant applications, including the collection of all pertinent project information; preparation of credit memoranda and underwriting analysis; negotiation of loan terms and conditions; and presentation to the Internal Loan and Investment Committee.
- Perform underwriting and financial analysis for **LIHTC** and non-LIHTC multifamily developments, including review of development budgets and operating pro formas; income, expense, and rent roll analysis; review of third-party reports; assessment of sponsor and guarantor financial capacity; market analysis; and property inspections.
- Prepare and present multifamily housing board meeting materials to ensure accuracy and timely delivery for Internal Loan and Investment Committee meetings.
- Present multifamily affordable housing projects, including those utilizing Low-Income Housing Tax Credits (4% and 9%), at Housing and TAD Committee meetings to secure approvals or recommendations, representing the department's interests and ensuring alignment with organizational goals and regulatory requirements.
- Coordinate with internal and external stakeholders to successfully close multifamily housing transactions, including development and management of closing schedules, negotiation of deal points, review and critique of governing loan and grant documents, and collection of required due diligence.
- Manage the daily operations of the Faith-Based Program and Missing Middle Program, ensuring alignment with organizational goals. Oversee program budgets, timelines, and deliverables to support efficient and impactful multifamily and small-scale housing development.
- Transition closed multifamily housing loans and grants to the Compliance and Finance departments, ensuring complete and accurate documentation and adherence to funding requirements.
- Attend community meetings and events to build community support for multifamily affordable housing developments and to promote understanding of Invest Atlanta's initiatives to grow a strong economy and build vibrant communities.

ADDITIONAL RESPONSIBILITIES

- Record and maintain financial transactions and documents in various financial and document management systems; perform ongoing financial analysis and account reconciliation.
- Provide administrative and project support to successfully close development incentive transactions, working with the Vice President, as applicable.
- Prepare documents for submission to the City of Atlanta, the Georgia Department of Community Affairs, or other agencies as applicable.
- Monitor the processing of requisitions during the construction or rehabilitation period to ensure accuracy and timeliness. Oversee staff in tracking expenditures across all funding sources, ensuring compliance with the Trust Indenture, Loan Agreement, and approved Closing Budget. Review and validate financial reconciliations, including the alignment of URFA spreadsheets with trust account balances, and provide direction in resolving discrepancies in coordination with the bond trustee.
- Attend virtual or physical monthly site visits to properties under construction to evaluate progress.
- Create, maintain, and assist with reports for the Community Development Department including, but not limited to, project tracking, legal request tracking, reporting, etc.
- Perform any other job duties as necessary and requested for the furtherance of Invest Atlanta's community development goals.

PREFERRED QUALIFICATIONS

- Minimum of three (3) years of professional experience in multifamily housing finance, affordable housing development, or real estate underwriting, with demonstrated responsibility for underwriting, structuring, or closing multifamily transactions.
- Experience with Low-Income Housing Tax Credits (LIHTC), including familiarity with 4% and/or 9% credit structures, sources and uses, partnership structures, and compliance considerations.
- Working knowledge of multifamily development finance, including pro forma analysis, operating budgets, construction budgets, and layered financing structures (e.g., HOME, CDBG, TAD, bonds, soft debt).
- Experience presenting projects to loan committees, boards, or public-sector approval bodies, with the ability to clearly communicate financial and policy considerations.
- Familiarity with Georgia Department of Community Affairs (DCA) programs, City of Atlanta housing initiatives, or other public-sector affordable housing funding programs preferred.
- Strong analytical, organizational, and written communication skills, with the ability to manage multiple multifamily housing transactions simultaneously and meet deadlines.

EDUCATION

- Graduated from an accredited college or university with a bachelor's degrees in business administration, public administration, real estate, economics, or related field with five years of progressively responsible project management experience; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Ability to gather, analyze and synthesize data. Be flexible with multiple projects and be willing to support other staff on short notice.

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.