



WESTSIDE & CHOICE NEIGHBORHOOD PROGRAM MANAGER JOB DESCRIPTION

The Westside & Choice Neighborhood Program Manager (WCPM) is responsible for management and implementation of Westside TAD programs, Choice Neighborhood Investment plan and the Critical Community Improvements (CCI) plan which will focus on developing new community resource centers, stabilizing the neighborhood through land assembly and demolition of blighted properties, an owner-occupied rehab program, affordable housing investments, transportation, and coordinating neighborhood improvements for the University Choice Neighborhoods Initiative (CNI) and the Westside TAD Community Improvement Fund (CIF). The WCPM 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 TAD and Choice Neighborhood area.

The WCPM will focus on creating a sense of place for the Westside TAD, Choice Neighborhood residents and communities by identify and addressing needs, assets and priority investment. WCPM activities may include, but are not limited, the development of viable communities by promoting integrated approaches that provide quality housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons. 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 project manager who wants to effect a positive and lasting change in the community.

Reporting to Vice President of Neighborhood Development, the WCPM spearheads the implementation of the placed based initiatives including, but not limited to the Westside TAD Community Improvement Fund (CIF) and Choice Neighborhood Initiative (CNI).

KEY RESPONSIBILITIES

General Duties:

- Implement the goals and objectives, craft the implementation schedule and oversee the advancement recommendations of the CNI Neighborhood Transformation Plan and the Westside TAD Strategic Implementation Plan.
- Work extensively with community-based organizations, stakeholders, public and private partners and philanthropic organizations, to strategically coordinate the investments in Westside TAD and Choice Neighborhood target areas.
- Engage, serve as point of contact and manage all third party professional consultants engaged in various aspect of the CIF, CNI, infrastructure, or any other place based community development initiatives undertaken or led by Invest Atlanta.

- Coordinate the services and activities of key implementation entities as the impact the neighborhood in an effort to efficiently and effectively advance revitalization efforts.
- Develop and administer new programs and policies in order to accomplish a shared, strategic vision for transformative development.
- Assist in leveraging available federal, state, local and private funds to support integrated strategic investment for the transformation of the UCN and the Westside TAD focus area.
- Coordinate with the Atlanta Police Department regarding the public safety initiatives targeted to the UCN and the Westside TAD neighborhoods.
- Through collaboration with key partners, ensure that CNI's and Westside TAD active projects are being implemented in a timely manner, meet CNI and CIF program and partner requirements and ensure adherence to all agreements.
- Anticipate potential challenges in execution of the CNI and CIF activities and prepares and executes alternative plan to ensure the agreed upon program outcomes are achieved.
- Play key role in providing analysis and recommendations for projects eligible to be funded with the Choice Neighborhood Grant and Westside TAD CIF.
- Develop detailed work plans and program budgets, including identifying and utilizing outside funding sources to implement program objectives consistent with the Choice Neighborhood Grant and CIF. Report on progress toward meeting work plan goals and budget.
- Collect and analyze data for planning, tracking and ongoing improvement of the UCN and the Westside TAD neighborhoods and for the coordinating data collection with other key partners involved with the Transformation Plan and Westside Strategic Plan
- Ensure contract compliance with all HUD, Federal, State, and Local Government laws, regulations, policies, and procedures.

Specific Duties:

- Oversee the day-to-day neighborhood improvement activities associated with the Transformation Plan and the Westside TAD CIF including, but not limited to, supporting the development of community facilities, acquiring land/housing, demolishing dilapidated striding, implementing an Owner Occupied Rehab program, increasing the availability of quality mixed income housing, providing economic incentive to attract or retain businesses, increasing the number of homeowners and supporting community engagement activities.

- Develop, implement and sustain an effective and efficient application and selection process for CIF and CNI.
- Oversee the neighborhood stabilization strategy to clean and close vacant properties in the Choice Neighborhood and Westside communities.
- Advance various community development activities including but not limited to, the MLK Jr. Drive beautification initiative, land assembly, economic development, affordable housing investment, transportation, and streetscape improvements.
- Facilitate the development and execution of crime prevention and public safety strategies with the U.S. District Attorney's Office, Atlanta Police Department, City Solicitors Office and Atlanta Police Foundation to effect crime reduction in the neighborhoods.
- Implement and/or facilitate
- Work closely with the Invest Atlanta Finance Department to assure effective processes and controls for project monitoring, disbursement of funds and reimbursement of direct and indirect project costs.
- Coordinate and leverage Westside TAD and Choice Neighborhood resources with philanthropic community to fund quality of life projects.
- Assist in analyzing financial statements and negotiating financing terms with developers, non-profits and community development corporations.
- Develop RFP's and RFQ's, negotiate and manage the procurement process to identify all third party professional consultants.
- Coordinate with philanthropic organization such as Arthur M. Blank Family Foundation, Anne E. Casey Foundation, etc. in the review and evaluation of proposals for funding.
- Work closely with Invest Atlanta's Finance department to apply for funding opportunities as they may arise during the course of the implementation period that may benefit various place based plans and strategies.
- Provide monthly reports to AHA regarding the services provided to implement the Transformation Plan based on HUD's performance metrics for the Neighborhood component.

EDUCATION & EXPERIENCE

- M.A. or M.B.A (preferred) or B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate finance, public administration, economics or related field, with minimum five years (5) years of progressively responsible work experience in real estate, finance, community development or economic development.

- Minimum five (5) years of work experience with federally HOPE VI or similarly broad community development/placed based initiatives, including program or contract management, budget development and management, and program management

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