



**PROGRAM SPECIALIST, ATLANTA EMERGING MARKETS, INC.
JOB DESCRIPTION**

POSITION OVERVIEW

Invest Atlanta and Atlanta Emerging Markets (AEMI) are seeking a strategic Program Specialist to manage all aspects of AEMI's innovative community development financing programs. You'll help us support Atlanta's social-impact organizations and non-profits by leading our data collection and reporting efforts, serving as a relationship manager with borrowers, building new loan programs, assisting with marketing and communication, and managing the administration of the organization.

BACKGROUND

Atlanta Emerging Markets, Inc. (AEMI) is a certified Community Development Entity that was created by Invest Atlanta to provide innovative and equitable financing to high-impact non-profits, small businesses, social entrepreneurs, and real estate development projects in Atlanta.

AEMI specializes in federal New Markets Tax Credits financing to support high-impact community servicing facilities and has deployed \$258MM to projects, including schools, health clinics, and community centers. The organization has also funded over \$1MM in small business loans, over \$700,000 in loans to early-stage social entrepreneurs, and over \$5MM to businesses/projects that are creating jobs or services benefiting low-income residents.

AEMI is currently at an important moment in its history. Originally created with one purpose - to apply for New Market Tax Credits - the organization has grown significantly and is now looking to identify, and more importantly fill, other critical gaps in Atlanta's community development finance landscape. Currently undergoing a full organizational rebrand, AEMI is looking to boost its relaunch by creating new programming to support social entrepreneurs and non-profits that are creating strong social impact in their communities.

Reporting to the Investment Services Manager and AEMI President, the Program Specialist will support all aspects of AEMI's organizational management and various funding programs.

KEY RESPONSIBILITIES

Qualified applicants will possess a diverse range of skills and support the organization through program management, fund development and fund deployment efforts.

PROGRAM MANAGEMENT

- Manage all aspects of AEMI's various funding programs, including loan closings, disbursements, servicing, compliance, reporting, etc.
- Build new systems for collecting and maintaining impact data/reporting for funded projects.
- Support AEMI's reporting, marketing, and storytelling efforts by assisting in the creation of new social media channels.
- Regularly maintain and/or produce meaningful content for social media channels.
- Serve as a relationship manager for projects/businesses in AEMI's portfolio.
- Monitor loan portfolios, bank accounts, and consulting agreements.
- Provide reporting and compliance reports to private investors and funding partners.

FUND DEVELOPMENT

- Assist in the creation of new, innovative, and flexible financing programs.
- Create loan/program underwriting standards and guidelines for new and existing loan programs.
- Identify and apply for grants, loans, and tax credit opportunities to support AEMI's mission.
- Research trends in community development financing.

FUND DEPLOYMENT

- Identify pipeline projects for funding programs.
- Review funding requests from project sponsors and business owners.
- Prepare credit review memos for potential borrowers.
- Coordinate the loan underwriting process, including the collection of all required documentation.
- Prepare funding recommendations for the Board of Directors and City stakeholders.
- Analyze construction financing plans for commercial mixed-use developments, community facilities, and industrial or manufacturing projects.
- Examine financing plans for operating businesses and startup ventures.
- Manage loan closing process by supporting legal counsel.

EDUCATION & EXPERIENCE

- 0-5 years of work experience in community development, economic development, small business lending, loan underwriting, grant writing/management, fundraising, social entrepreneurship, marketing, communications, or other related disciplines.
- Undergraduate degree from an accredited college or university. M.A., M.B.A., J.D., or L.L.M., preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Strong interest in and affinity for community development and economic development
- Ability to gather, analyze and synthesize data.
- Knowledge of social media and marketing is a major plus, but not required.
- Knowledge of community development financing and programs, such as New Markets Tax Credits, is a plus, but not required.
- Strong computer skills; demonstrated proficiency in Microsoft Suite and other software applications, including project management software.
- Effective writing and communication skills.

Cover Letters and 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.