



INVEST ATLANTA PROGRAM MANAGER JOB DESCRIPTION

The Invest Atlanta Program Manager is responsible for creation, management and implementation of neighborhood programs, Choice Neighborhoods Initiative (“CNI”), and community development. The Program Manager will also be responsible for identifying and sustaining strategic partnerships, managing consultants/vendor relationships, community engagement and seeking out investment and funding opportunities that will enhance the economic prosperity of the residents and communities in the city. In addition, as programs and initiatives may be developed under new designations, the Program Manager is expected to actively participate, manage, and lead necessary activities, as applicable.

The Program Manager will serve as primary communications liaison and means of delivery for Invest Atlanta resources to residents and communities. The Program Manager will focus on creating a sense of place for the City’s residents and communities by identifying and addressing needs, assets and priority investment in accordance with adopted city’s redevelopment plans and strategies. Program Manager activities may include, but are not limited to, 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 and community engagement. 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 create a positive and lasting change in the community.

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The Program Manager needs to be flexible as they may be asked to focus on a particular area within the city. This position is not static and will require someone who is comfortable with working on several projects and activities at once and then change to support other teams.

KEY RESPONSIBILITIES

- Implement the goals and objectives, craft the implementation schedule and oversee the advancement recommendations of the neighborhood's strategic plan.
- Develop, enhance, implement and monitor Invest Atlanta programs and initiatives serving particular neighborhoods.
- Conduct and supervise the day-to-day activities associated with economic development by 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, the community and the organizations involved in development.
- Lead the maintenance and handling of new business prospects and development activity as directed.
- 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 in various neighborhoods 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 develop marketing and communication strategies designed to attract private investment, reshape community identity, and preserve the culture in certain neighborhoods.
- Develop, implement and sustain an effective and efficient application and selection process for community development and neighborhood revitalization projects within targeted geographies.
- Provide preliminary analysis of potential projects, including project readiness and feasibility, economic and community impact, and consistency with redevelopment and corridor plans.
- Lead ongoing and extensive community outreach efforts and dialogue with Neighborhood Planning Units, business associations, elected officials and other stakeholders regarding southside activities.
- 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 for the transformation of designated areas.
- 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.
- Collect and analyze data for planning, tracking and ongoing improvement of the target areas and for the coordinating data collection with other key partners.
- Ensure contract compliance with all HUD, Federal, State, and Local Government laws, regulations, policies, and procedures when appropriate.
- Support the Invest Atlanta partners with outreach, reports, and presentations for board of directors, stakeholders, city council, funders, etc.
- Develop, implement and sustain an effective, efficient, and transparent application process.

- Oversee the neighborhood stabilization strategy to clean and close vacant properties in target areas.
- 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 facilitate “Community Success Series” to provide opportunities for community residents and stakeholders to receive information, guidance, and development in the areas of homeownership/housing, business/entrepreneurship, financial literacy, and development training/opportunities.
- 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 invest opportunities in target 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.
- Develop RFP’s and RFQ’s and assist in the negotiation 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 the Community Development and Economic Development counterparts 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 regarding the services provided to implement the Transformation Plan based on HUD’s performance metrics for the Choice Neighborhood component.

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. Thrive in change environments. Be flexible with multiple projects and be willing to support other staff on short notice.

- 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.

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 High School Diploma plus ten (10) years of demonstrated progressively responsible work experience in real estate, finance, community development or economic development.

Certified Economic Developer (CEcD) preferred.

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.