



NEIGHBORHOOD REVITALIZATION MANAGER COMMUNITY DEVELOPMENT DIVISION JOB DESCRIPTION

The Neighborhood Revitalization Manager (NRM) is responsible for the implementation of place-based initiatives, programs, and policies to accomplish a shared, strategic vision for community development. The NRM will also be responsible for identifying and sustaining strategic partnerships, managing consultants/vendor relationships, and seeking out investment and funding opportunities that can be leveraged with existing programs in pursuit of economic prosperity of our residents and communities.

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

KEY RESPONSIBILITIES

General Duties

- Work extensively with community-based organizations, NPUs, stakeholders, public and private partners, and philanthropic organizations, to strategically coordinate investments, develop new initiatives, and implement programs to address economic mobility, income inequality, entrepreneurship, and community sustainability in various neighborhoods throughout Atlanta.
- Advance various community development activities including but not limited to, neighborhood stabilization, public safety, retail and economic development, transportation/connectivity, streetscape improvement and the development of community amenities and facilities.
- Analyze potential projects, including project readiness and feasibility, economic and community impact and consistency with redevelopment and corridor plans.
- Work directly with internal and external parties to successfully close project 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.
- Develop, implement, and sustain effective and efficient application and selection processes for community development and neighborhood revitalization projects.
- Develop RFPs and RFQs, negotiate and manage the procurement process to identify developers, service providers and third-party professional consultants.

- Engage, serve as point of contact, and manage third party professional consultants engaged in various aspects of community development initiatives undertaken or led by Invest Atlanta.
- Coordinate and participate in ongoing community outreach efforts and dialogue with NPUs, elected officials and stakeholder regarding community development activities.
- Attend community meetings/events to garner community support for, and foster understanding of, Invest Atlanta's initiatives to grow a strong economy and build vibrant communities.
- Work closely with colleagues to identify grant and funding opportunities that may benefit various place-based plans and strategies.
- Work closely with the Underwriting & Transaction Services Manager and Finance Department to assure effective processes and controls for project monitoring, disbursement of funds and reimbursement of direct and indirect project costs.
- Support the VPSI with outreach, reports, and presentation for board of directors, stakeholders, city council, funders, etc.

Planning

- Coordinate planning and implementation activities with Invest Atlanta departments, government entities, consultants, and stakeholders to efficiently and effectively advance neighborhood revitalization efforts. Coordinate planning activities with various City of Atlanta departments, regional and state agencies and identify funding sources for planning and community development activities.
- Oversee the identification and implementation of specific planning activities including Livable Centers Initiatives, corridor studies, small area plans and neighborhood plans.
- Assess and recommend priority infrastructure projects.
- Facilitate the permitting process and assist with land use and zoning issues for IA projects.

EDUCATION & EXPERIENCE

- M.A., M.B.A., J.D., or L.L.M., 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, public administration, economics, or related field, with minimum five (5) years of progressively responsible work experience in real estate, finance, community development or economic development.

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.

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.