



WESTSIDE & CHOICE NEIGHBORHOOD PROGRAM MANAGER JOB DESCRIPTION

Reporting to Vice President of Planning & Strategic Initiatives, 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).

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. In addition, as programs and initiatives may be developed under the Promise Zone designation, the WCPM is expected to actively participate, manage, and lead Promise Zone activities, as applicable.

The WCPM will serve as primary communications liaison and means of delivery for Invest Atlanta resources Westside TAD, Choice Neighborhood, and Promise Zone residents and communities. 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 in accordance with adopted redevelopment plans and strategies. 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.

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.
- Develop, enhance, implement and monitor Invest Atlanta programs and initiatives serving the Westside TAD, Choice Neighborhood, and Promise Zone geographies.
- 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.

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.