



## **Senior Vice President, Community Development Job Description**

The Community Development Department is focused on creating new affordable housing communities, preserving existing housing for decades to come, serving as a catalyst to providing long-term affordable housing, strengthening commercial corridors, driving redevelopment in distressed areas, and supporting revitalization in targeted communities. Community Development also strives to strengthen its financial position through diversification of revenue streams and advocating for the creation of new legislation and revenue streams to support affordable housing, neighborhood revitalization, and commercial development in the future.

Reporting to the Chief Operating Officer, the Senior Vice President of Community Development will be responsible for conducting and supervising the strategic and day-to-day activities associated with community development in Atlanta, including supporting and implementing the City's affordable housing strategy, targeted redevelopment strategies, and neighborhood revitalization strategies. The Senior Vice President of Community Development will supervise the Vice President, of Single Family & Homeownership, and the Director of Multifamily Housing Bonds, as well as the Community Development staff in the day to day implementation of community development initiatives as it relates to affordable housing, commercial development and real estate services, neighborhood revitalization, redevelopment initiatives, and special projects as assigned.

Primary duties will include managing a variety of development activities which are consistent with the goals of the city of Atlanta and Invest Atlanta.

### **Key Responsibilities**

#### **General**

- Lead the Community Development Departments through various initiatives, programs, and strategic goals.
- Supervise the Vice President, Planning & Strategic Initiatives, the Homeownership and Single-Family Manager, the Multifamily and Transaction Services Manager and provide guidance where needed for managers' support of their staff;
- Ensure that all departmental reports and/or presentations are high quality, organized, accurate and timely;
- Administer internal review committee to review and approve transactions under the various incentive programs administered by the Community Development Department;
- Ensure the Community Development Department effectively maintains a balanced and fiscally responsible budget;
- Meet and negotiate with all parties involved in strategic or complex transactions to resolve technical and legal issues relative to projects;

- Oversee human resources relative matters for the department, ensuring that a positive, constructive workplace is fostered, proper policies and procedures are in place, issues are handled in a timely and appropriate manner, and proper documentation is confidentially maintained;
- Support the managers in the recruitment, training and retention of highly qualified, experienced and diverse staff;
- Manage staff evaluation and goal planning process;
- Provide guidance to staff and fostering professional growth opportunities;
- Oversee the preparation of all board meeting materials and ensure accuracy and timely delivery; and
- Securing funding for new initiatives and programs as well as operating dollars to sustain the department.

### **Affordable Housing & Preservation**

- Support a multidisciplinary approach to financing new development projects and preservation projects and assist in critical decisions made related to these projects;
- Lead and support various efforts to obtain financing resources for new housing initiatives;
- Review and, when appropriate, execute development project commitments and related documents; and
- Work with Community Development staff to respond to inquiries from community members regarding new housing development projects.

### **Homeownership & Single-Family**

- Utilize a multidisciplinary approach to developing and implementing single family initiatives that provide financing to families desiring to live in the city;
- Work closely with division in resolving programmatic, partnership and customer service issues related to the execution of all single family programs;
- Assist the Homeownership and Single-Family Manager in developing, refining and implementing effective homeownership and single-family development programs that align with the strategic goals of the department;
- Approve borrower's loan files for funding;
- Work with Homeownership and Single-Family Manager in developing, reviewing, evaluating and refining the service delivery model;
- Ensure the Homeownership Center effectively maintain a balanced and fiscally responsible budget;
- Support the Homeownership and Single-Family Manager in the successful closing and implementation of the Single-Family Bond program;
- Support the Homeownership and Single-Family Manager in securing funding for programs; and
- Review grant requests and grant reports for services, as needed.

## **Community Development & Place-based Initiatives**

- Support the Vice President, Planning & Special Initiatives implementation of the recommendations of Tax Allocation District Strategic Plan, the Choice Neighborhood Transformation Plan, and any other place-based plan to ensure compliance with the goals and objectives.
- Support the development of strategies to maximize quality development, tax base growth, job creation and economic prosperity within the TAD, University Choice Neighborhood and other planned communities.
- Work with Vice President, Planning & Special Initiatives to respond to inquiries from community stakeholders, partners, board members and elected officials regarding new community development initiatives/projects.
- Support the Vice President, Planning & Special Initiatives management of strategic partner relationships to ensure that community development projects and services align with strategic and redevelopment plans.
- Leverage strategic partnership with external organizations such as community development organizations, human service providers, City of Atlanta departments and project management firms to implement holistic community development.

## **Real Estate Services, Acquisition & Disposition**

- Serve as a Subject Matter Expert on real estate matters for Invest Atlanta;
- Supervise the strategic deployment of capital funds in communities by financing the development of catalytic commercial properties, ranging from community amenities and facilities, retail development, to shopping centers and even businesses.
- Review transactions under the various developer incentive programs for quality, accuracy, and feasibility prior to approval processing.
- Review relevant real estate development-related resolutions and materials prepared by the Real Estate and Commercial Development Manager.
- Oversee the disposition process of key real estate assets owned by Invest Atlanta and/or the City of Atlanta to ensure that proposed projects are consistent with economic and community development objectives of both agencies.

## **Fiscal Management**

- Oversee Department budget and cash flow;
- Review and approve expenses for department;
- Review cash flow projections and conduct fiscal planning with the CFO, at least quarterly;
- Oversee department managers in ensuring that operating revenue and expenses meet budget targets;
- Work with Finance Department to develop and refine annual budgets and present these budgets to the COO;
- Review annual audits, work with the Finance Department to identify strategies to further improve operations, and present audits and strategy recommendations to the COO for approval;
- Support annual audit of housing portfolio; provide audit adjustments and allowances for all Community Development's federally funded, Homeless Opportunity, Housing Opportunity, Single Family, Trust Fund, Single Family & Multifamily programs; and
- Serve as a resource for risk management, ensuring that proper protocols and procedures are in place within Community Development to prevent fraud, injury, loss, and other issues.

### **Knowledge, Skills and Abilities Required**

- Ability to lead and manage others, as well as work as an effective team member.
- Proven ability to work effectively with a wide variety of individuals.
- Demonstrates interest in building positive work culture and promoting colleagues' growth and development.
- Strong financial skills, including experience in budgeting, cash flow monitoring, and variance reporting.
- Strong verbal, written and interpersonal communication skills, strong facilitation skills and strong conflict resolution skills.
- Ability to effectively manage a high work load, multiple projects and competing priorities.
- Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
- Experience working in city, county, state and federal government entities.
- Strong analytical, organizational, financial, and motivational skills.
- Ability to prepare and present concise and effective written reports.
- Interpret and administer policy, and design and implement an annual business plan.
- Ability to plan, assign and supervise the work of those under supervision and of volunteer boards and committees.
- Ability to work with community and governmental leaders effectively.

- Knowledge of trends, developments, and techniques in the field of community development and real estate development.
- Ability to take initiative, work independently, and handle multiple priorities simultaneously.
- Ability to appropriately handle confidential information.
- Ability to solve problems quickly and make sound decisions.
- Ability to represent the organization and the City of Atlanta in an ethical manner always.
- Ability to travel for the role as required.
- Passion for the mission and goals of the Community Development Department and Invest Atlanta.

### **Minimum Requirements**

- 10 years of progressive management experience, including at least 3-5 years in senior management capacity.
- Experience with at least two of the following programs and functions is required: commercial or residential real estate development; affordable housing development; property, asset and/or real estate portfolio management; community land use and/or economic development, neighborhood revitalization, or redevelopment;
- Financial knowledge and aptitude.
- Knowledge of local, state and national policies, issues and best practices regarding community development and affordable housing.
- Master's Degree/ or Bachelor's degree in business administration, public administration, urban planning, real estate, economics or related field plus commensurate experience.
- Competent technology management skills, including proficiency with using Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.); database and/or IT management experience are a plus.

Resumes should be submitted to [jobs@investatlanta.com](mailto:jobs@investatlanta.com).

Invest Atlanta is an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, age, religion, sex, gender, gender identity, sexual orientation, national origin, disability, marital and/or veterans are encouraged to apply.