



## **JOB DESCRIPTION**

### **Real Estate Development Specialist**

Reporting to Senior Project Manager, Redevelopment. The Real Estate Development Specialist performs most duties with a high level of independence and requires minimal supervision.

#### **PRIMARY RESPONSIBILITIES**

- Administration of all tax allocation district project applications.
- Creation of financial projections for real estate development projects within tax allocation districts.
- Serve as a liaison between Invest Atlanta and the real estate development community.
- Informal communication with developers, attorneys, consultants and all tax allocation district stakeholders on a regular basis.

#### **SPECIFIC RESPONSIBILITIES**

- Market, solicit and oversee the identification and implementation of specific development projects within tax allocation districts.
- Develop Requests for Ideas, Requests for Proposals and Requests for Qualifications for projects within tax allocation districts that are consistent with the City's economic development plan or other City priorities.
- Regular communication with the business, real estate, and builder communities to provide information about tax allocation district incentives and to understand the current markets within tax allocation districts.
- Review and analyze all tax allocation district applications to ensure overall project viability, including financial feasibility and compliance with respective tax allocation district redevelopment plans.
- Negotiate with developers and other applicants for tax allocation district funds.
- Assist in creation and maintenance of department infrastructure, including implementation of documented 'best practice' policies and procedures.
- Monitor project operating and financial performance and developer compliance with Development Agreement terms and conditions.
- Effectively represent Invest Atlanta at various public and private events.
- Plan and implement various real estate-related activities and initiatives on behalf of Invest Atlanta, as needed.
- Performs other duties as assigned and/or required.

## **QUALIFICATIONS AND EXPERIENCE**

**Education:** College degree or an equivalent combination of education and experience which equips the applicant with the knowledge, skills and abilities described below.

**Experience:** A minimum of 5 years' experience in finance, real estate development or economic development. Master's degree in finance or real estate preferred.

**Required Skills:** Must be highly organized, capable of self-direction and autonomy and able to work well with persons across a broad spectrum of age, culture, economic, ethnic and institutional backgrounds. Strong verbal, written, communication and presentation skills are required.

**Special Skills:** Experience with financial analysis, including the review and development of project proformas. Strong interest in and affinity for downtown and community redevelopment.

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