



**COMMUNITY DEVELOPMENT PROJECT COORDINATOR
COMMUNITY DEVELOPMENT DIVISION
JOB DESCRIPTION**

The Community Development Project Coordinator (CDPC) is responsible for providing programmatic support for various place-based and real estate development initiatives within the Community Development Department to accomplish a shared, strategic vision for community development in the City of Atlanta. The CDPC will also assist in program development and project and data management.

The CDPC will report directly to the Vice President of Planning and Strategic Initiatives.

KEY RESPONSIBILITIES

- Provide administrative and project support to successfully execute Community Development (CD) transactions, including but not limited to: the collection of due diligence items for commercial, civic, and residential projects; the review of loan/grant documents and maintenance of document review checklists; and collection of post-closing documents.
- Assist in the review and analysis of CD loan and grant applications to ensure overall project viability and compliance with respective programmatic priorities, guidelines, policies, preferences, and plans.
- Support the development and administration of Requests for Ideas, Request for Proposals and/or Request for Qualifications of CD projects.
- Coordinate planning and implementation activities with Invest Atlanta departments, government entities, consultants, and stakeholders to efficiently and effectively advance revitalization efforts in Disinvested Areas, TADs, and other areas of focus.
- Work directly with internal and external teams to help refine and implement new programs focused on the built environment, small business cultivation, anti-displacement efforts, etc.
- Conduct research to understand neighborhood plans, local market dynamics, identify new resources, leverage national best practices, etc. to further expand and grow CD initiatives.
- Coordinate with Marketing, Communications, and Data Management staff on outreach, reporting and presentation materials.
- Compile and maintain Community Development project data including Economic Impact Data, monthly WINs reporting, etc.
- Create and maintain reports for the CD Department, including but not limited to, project tracking, legal, and finance.
- Perform any other job duties as necessary and requested for the furtherance of Invest Atlanta's community development goals.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interest and affinity for real estate and community development
- Knowledge of urban planning and development
- Ability to gather, analyze and synthesize data
- Ability to interface with developers regarding financial transactions
- Financial knowledge and aptitude
- Excellent interpersonal, presentation and writing skills; ability to cultivate and maintain external partnerships; strong verbal, written, communication and presentation skills.
- Strong community engagement experience
- Good organizational skills and results oriented; ability to work with persons across a broad spectrum of age, culture, economic, ethnic and institutional backgrounds.
- Strong grasp of Invest Atlanta, local, state, and federal program rules and regulations.
- Strong computer skills, including proficiency with using Microsoft Office (Word, Excel, PowerPoint, Outlook); database management; Adobe Illustrator and Photoshop.

EDUCATION AND EXPERIENCE

- B.A. or B.S. from an accredited college or university with a major in real estate, urban planning, public policy, public administration, or related field with a minimum of two (2) years of corporate or government experience in real estate, finance, community development or economic development OR Highschool plus 5 years of progressive experience.

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.