



**HOMEOWNERSHIP ANTI-DISPLACEMENT MANAGER
COMMUNITY DEVELOPMENT DIVISION
JOB DESCRIPTION**

The Homeownership Anti-Displacement (“ADM”) is responsible for providing support to the Vice President, Single-Family & Homeownership Services. The primary focus of the position is to assist in the administration and implementation of Invest Atlanta’s Anti-Displacement services, including but not limited to the Heritage Owner-Occupied Rehab Programs, the forthcoming Anti-displacement Tax Relief Fund program, and any additional anti-displacement programs created in the future.

This will include the coordination and completion of multiple home repair/rehabilitation projects on time and within budget and within scope; setting deadlines and monitoring and summarizing progress of multiple projects across various programs; and preparing reports for management regarding project statuses. As a key interface with clients and vendors, customer service and relationship management skills are key.

The ADM is also responsible for marketing and community engagement involving anti-displacement programs. This may include the creation and distribution of media kits, emails, flyers, and other related materials relevant to Invest Atlanta programs or services, along with attendance at various city and community lead meetings.

KEY RESPONSIBILITIES

- Assist in the creation, implementation, and oversight of all anti-displacement programs.
- Serve as the liaison to the various Program Managers responsible for the execution of Invest Atlanta’s Heritage Owner-Occupied Rehab, and Tax Relief Fund programs.
- Coordinate internal resources, clients and third parties/vendors for the flawless execution of projects.
- Ensure that all projects are delivered on-time, within scope and within budget.
- Ensure resource availability and allocation.
- Develop a detailed project plan to monitor and track progress.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive program documentation.
- Track program performance, specifically to analyze the successful completion of short and long-term goals.
- Review project budgets and invoices to assure that they are aligned with vendor agreements, coordinate payments with finance.

- Develop spreadsheets, diagrams and process maps to document needs.
- Monitor program manager, general contractor, and subcontractor performance.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of construction terminology preferable.
- 3 to 5 years combined experience to include program administration and customer service.
- Strong planning, organizing and project executions skills.
- Strong interpersonal skills are mandatory for this position.
- Ability to work independently, as well as collaboratively, is essential for this position.
- Exemplify strong problem-solving skills and “next-step” thinking with ability to anticipate needs and identify, improve, and implement process.
- Solid time management skills and the ability to organize, prioritize and perform multiple tasks simultaneously.
- Excellent ability to work well with clients and to gather, analyze and synthesize data.
- Ability to communicate effectively both orally and in writing.
- Ability to perform a variety of tasks in a constantly changing environment; excellent telephone, organizational and customer service skills.
- Strong computer skills including a fundamental understanding of Microsoft Office applications.
- Exemplify strong ability to be flexible, resourceful and make sound judgments.
- Ability to maintain positive relations with internal and external clients.

QUALIFICATIONS AND EXPERIENCE

- Graduated from an accredited college or university with **three (3)** years of progressively responsible experience, **OR**
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.

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.