



ASSISTANT DIRECTOR WESTSIDE INITIATIVES COMMUNITY DEVELOPMENT DIVISION JOB DESCRIPTION

The Assistant Director Westside Initiatives (ADWI) is responsible for the creation, management, and implementation of programming within a geographic area, including the Westside, Hollowell/ML King, and Perry Bolton TADs, University Choice Neighborhoods, and Bowen Choice Neighborhoods, collectively referred to throughout this job description as the Westside Initiatives Area. The ADWI will also be responsible for identifying and sustaining strategic partnerships, managing consultant/vendor relationships, and seeking investment and funding opportunities to enhance the economic prosperity of residents and communities within the Westside Initiatives Area.

The ADWI will serve as the primary communications liaison and delivery mechanism for Invest Atlanta resources to Westside Initiatives Area residents and communities. The ADWI will focus on creating a sense of place by identifying and addressing needs, assets, and priority investments in accordance with adopted redevelopment plans and strategies. ADWI activities may include, but are not limited to, developing more vibrant and equitable communities by promoting integrated approaches to providing quality housing and expanding economic opportunities for low- and moderate-income residents. 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 offer an outstanding opportunity for a skilled, creative project manager who wants to create positive, lasting change in the community.

This position will report directly to the Vice President of Planning & Strategic Initiatives (VPSI).

KEY RESPONSIBILITIES

General Duties:

- Develop, enhance, implement, and monitor Invest Atlanta programs and initiatives within the Westside Initiatives Area.
- Work extensively with community-based organizations, stakeholders, public and private partners, and philanthropic organizations to strategically identify and coordinate investments/resources, develop new initiatives, and implement programs that address economic mobility, income inequality, entrepreneurship, and community sustainability.
- Work directly with internal and external parties to successfully close transactions, including, but not limited to, development and adherence to the closing schedule, negotiation of deal points, review and critique of governing loan/grant documents, and collection of due diligence.

- Partner to assist in the development of marketing and communication strategies designed to attract private investment, reshape community identity, and preserve the culture within the Westside Initiatives Area.
- Manage and coordinate program development and project activities in 3 TADs – Westside, Hollowell/ML King, and Perry Bolton – including application development and review, underwriting, presentation to TAD Committee, Board briefings, due diligence collection, contract development, contract execution, and requisition processing.
- Develop, implement, and sustain an effective and efficient application and selection process for community development and neighborhood revitalization projects.
- Provide preliminary analysis of potential projects, including project readiness and feasibility, economic and community impact, and consistency with redevelopment and corridor plans.
- Work with VPSI, VP Real Estate, and Procurement Manager to develop RFPs and RFQs.
- Advance various community development activities including but not limited to, housing, public safety, retail and economic development, transportation/connectivity, streetscape improvement, and the development of community amenities and facilities.
- Assist in leveraging available federal, state, local, and private funds to support integrated strategic investment to promote needed and equitable development within the Westside Initiatives Area.
- Develop detailed work plans and program budgets, including identifying and utilizing outside funding sources to implement program objectives. Provide periodic (monthly, quarterly, and/or annual) reporting of program/initiative progress toward meeting work plan goals and budget.
- Support the Invest Atlanta partners with outreach, reports, and presentations for the board of directors, stakeholders, city council, funders, etc.
- Collaborate, support, and engage on other Invest Atlanta projects, programs, and initiatives as needed.

Specific Duties

- Oversee the day-to-day neighborhood improvement activities, including, but not limited to, supporting the development of community facilities, increasing the availability of quality mixed-income housing, providing economic incentives to attract or retain businesses, increasing the number of homeowners, and supporting community engagement activities.
- Provide weekly “Call Report” summaries of meetings, conference calls, or correspondence with key community stakeholders, activists, elected officials,

developers, investors, partners, or other parties with significant interests in the Westside Initiatives Area.

- Advance various community development activities, including but not limited to land assembly, economic development, affordable housing investment, transportation, and streetscape improvements.
- Work closely with Community Development staff to ensure effective processes and controls for project monitoring, disbursement of funds, and reimbursement of direct and indirect project costs.
- Coordinate and leverage Westside Initiatives Area resources with philanthropic community and lenders to fund quality of life projects.
- Assist in analyzing financial statements, developing pro-formas, reviewing due diligence items, and negotiating financing terms with developers, non-profits, and community development corporations.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in community redevelopment and cultivating public-private partnerships.
- Excellent communication, interpersonal, and presentation skills; ability to cultivate and maintain effective relationships with government, business, political, and community leaders.
- Proven ability to work effectively with a diverse group of individuals from various racial, cultural, and ethnic backgrounds.
- Ability to manage a high workload, multiple projects, and competing priorities.
- Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
- High ethical standards and values.

EDUCATION & EXPERIENCE

- M.A. or M.B.A (preferred), B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate finance, economics or related field, with a minimum five (5) years of progressively responsible work experience in real estate, finance, community development or economic development; or a person with ten (10) years of demonstrated progressively responsible work experience in real estate, finance, community development or economic development.
- CEcD, EDFP, and/or AICP certification preferred.

- Knowledge of local, state, and national policies, issues, and best practices regarding community redevelopment and affordable housing.
- Ability to gather, analyze, and synthesize data.
- Knowledge of trends, developments, and techniques in the field of economic development and non-profit administration.
- Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, PowerPoint, Outlook, and other software programs.

Resumes should be submitted to jobs@investatlanta.com.

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