Job Description
Commercial Property Improvement Grant Program Coordinator

Invest Atlanta is recruiting a Program Coordinator for the Commercial Property Improvement Grant (CPIG) Program in support of Invest Atlanta’s Open for Business Program funded through a grant provided by Wells Fargo. This Program was launched in August 2022 and will run through December 31, 2024. This position will report to the Assistant Director of Neighborhood Revitalization (ADNR).

The Program Coordinator for the Commercial Property Improvement Grant Program (the “Program”) will assist the ADNR with implementation and operation of the CPIG program, both in-person and virtually, to support small business owners and the owners of small commercial properties located in the City of Atlanta, particularly those facing systemic barriers to their growth.

The Program provides grants up to $50,000 to fund exterior and interior building repairs and improvements. With a total grants budget of $4.3 million, the Program will impact over 70 small businesses and property owners in the City through the term of the Program. The successful candidate will be offered a full-time position with benefits through December 31, 2024 - concurrent to the term of the Program.

Job Responsibilities

- Assist in the implementation, reporting, and successful advancement of the Commercial Property Improvement Grant Program.
- Review and analyze grant applications to ensure overall project eligibility and viability, including financial feasibility and compliance with programmatic priorities and guidelines.
- Conduct outreach to applicants and approved grant recipients to communicate project deliverables, timelines, and next steps.
- Prepare project summaries and support documentation to present funding recommendations to a grant review committee.
- Work directly with internal and external parties to successfully close transactions, including but not limited to, development of and adherence to a closing schedule, negotiation of deal points, review and critique of governing grant documents and collection of due diligence.
- Assist small businesses and owners of small commercial properties in navigating Invest Atlanta processes.
- Coordinate with Invest Atlanta’s small business department as needed to ensure comprehensive support is provided to small businesses.
- Manage the client service experience and track outreach and communication efforts.
- Coordinate with other Invest Atlanta staff on ongoing and extensive community outreach efforts and dialogue with Neighborhood Planning Units, business associations, elected officials, and other stakeholders to increase awareness and education of all related programs.
- Work with technical assistance service providers retained by Invest Atlanta to ensure that small businesses are receiving the necessary assistance.
• Collect and analyze data for planning, tracking and ongoing improvement of the target areas.
• Support Invest Atlanta with outreach, reports, and presentations for board of directors, stakeholders, city council, funders, etc.

**EDUCATION & EXPERIENCE**
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 two (2) years of progressively responsible work experience in real estate, finance, community development or economic development.

**KNOWLEDGE, SKILLS, AND ABILITIES**
• Excellent communication, interpersonal and presentation skills; ability to cultivate and maintain effective relationships with government, business, political and community leaders.
• Strong interest and affinity for community development and small business needs
• Ability to work effectively with a diverse group of individuals from various racial, cultural, ethnic backgrounds.
• Ability to manage a high workload, multiple projects, and competing priorities.
• Ability to work independently, maintain project timelines, and keep documents and materials organized.
• Ability to troubleshoot issues and proactively identify resources and propose solutions when relevant.
• Strong attention to detail, excellent organizational skills, and an ability to work well under pressure.
• High ethical standards and values.
• Ability to gather, analyze and synthesize data. Be flexible with multiple projects and be willing to support other staff on short notice.

**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.