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 Division 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

- Assist in the marketing, soliciting and implementation of community development projects within the Community Development (CD) Division.

- Work directly with internal and external teams to help develop and implement new programs focused on the built environment, small business cultivation, anti-displacement efforts, etc.

- Support the development and administration of Requests for Ideas, Request for Proposals and/or Request for Qualifications of community development projects.

- Assist in the review and analysis of community development loan and grant applications to ensure overall project viability and compliance with respective programmatic priorities, guidelines, policies, preferences and plans.

- Provide administrative and project support to successfully close CD transactions, including but not limited to, the collection of due diligence items, the review of governing loan/grant documents and maintenance of document review checklist; and collection of post-closing documents.

- Ensure that all TAD advisory committees are properly constituted and notified of all meetings; Assist Program Managers with the coordination of quarterly meetings including the presentation of relevant and timely information regarding the respective TADs.

- Coordinate planning and implementation activities with Invest Atlanta departments, government entities, consultants and stakeholders to efficiently and effectively advance revitalization efforts in TADs and other areas of focus.

- Conduct extensive research to understand neighborhood plans, local market dynamics, identify new resources, leverage national best practices, etc. to further expand and grow CD initiatives.

- Assist the Assistant Director – Commercial Development in the disposition and acquisition of key real estate assets in which Invest Atlanta is involved to ensure

projects are consistent with the City's and Invest Atlanta's economic and community development objectives.

- Support CD with outreach, reports and presentations for board of directors, stakeholders, city council, funders, etc.

- Compile and maintain Community Development project data including the CRM and Data Management System, Economic Impact Data, etc.

- Create and maintain reports for the Community Development Division 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.

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.

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.