



# Manager of Real Estate Operations

## JOB DESCRIPTION

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### ABOUT INVEST ATLANTA

Invest Atlanta is the economic and community development agency for the City of Atlanta. Our mission is to create prosperity for all Atlantans by attracting and growing businesses, investing in affordable housing, and driving inclusive economic growth. We partner closely with city leadership, private-sector stakeholders, and community organizations to strengthen Atlanta's economy and expand opportunities for all residents.

The **Manager of Real Estate Operations** plays a key role within Invest Atlanta's real estate function by supporting the acquisition, management, leasing, and disposition of Invest Atlanta-owned assets. Reporting to the Vice President of Real Estate Operations, the Real Estate Manager oversees assigned assets, leads defined workstreams across transactions, coordinates internal and external partners, and ensures data-driven decision support for senior leadership. The successful candidate will bring strong analytical, organizational, and communication skills to help advance impactful real estate initiatives across the city.

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### KEY RESPONSIBILITIES

#### ACQUISITIONS & DISPOSITIONS

- Identify and analyze real estate acquisition opportunities aligned with organizational priorities.
- Conduct due diligence, market research, and financial modeling to support investment decisions.
- Review purchase agreements, lease terms, and related documents; lead designated negotiations with senior oversight.
- Coordinate brokers, legal counsel, consultants, and internal teams throughout transaction processes.
- Support development of asset RFP scopes, evaluation criteria, and vendor onboarding activities.

#### ASSET MANAGEMENT

- Manage assigned assets within Invest Atlanta's portfolio and recommend value-enhancing strategies.
- Monitor market trends, property performance, operating budgets, and key financial metrics.
- Track business plans for assigned assets, including leasing strategies, capital project needs, and expense management.
- Maintain strong relationships with property managers, tenants, and service providers; oversee service levels and issue resolution.

#### FINANCIAL & STRATEGIC PLANNING

- Build financial models, forecasts, and investment analyses for transactions and portfolio decisions.
- Maintain KPI dashboards and monthly reporting for assigned assets; contribute to portfolio roll-ups.

- Prepare supporting analyses for capital structure decisions, financing materials, and investor/lender engagement.
- Draft presentations and briefing materials for senior leadership, board committees, and external stakeholders.

### **EXTERNAL ENGAGEMENT & PARTNERSHIPS**

- Coordinate with developers, investors, community partners, and city agencies to support project goals.
  - Attend community engagement sessions and synthesize stakeholder feedback for internal teams.
  - Represent Invest Atlanta at select real estate events, meetings, and conferences; prepare event materials and issue logs.
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### **KNOWLEDGE, SKILLS & ABILITIES**

- Experience in commercial, residential, in-fill, or mixed-use real estate within urban environments.
  - Knowledge of real estate transactions, legal documents, and regulatory issues.
  - Strong financial modeling skills (Excel, valuation tools, scenario modeling).
  - Familiarity with asset management, leasing, property management, and due diligence processes.
  - Excellent communication, negotiation, and stakeholder management skills.
  - Ability to manage multiple projects and deadlines in a dynamic environment.
  - Proficiency in MS Excel, PowerPoint, GIS mapping tools, and project management software (e.g., Asana, MS Project).
  - Ability to synthesize complex data into clear, actionable insights.
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### **EDUCATION & EXPERIENCE**

- **Bachelor's degree is preferred** in Real Estate, Finance, Business, Urban Planning, Economics, Construction Management, or a related field.
- **4–7 years of experience** in real estate development, asset management, acquisitions, property management, or related fields.
- Experience managing project workstreams and external vendors preferred.
- Exposure to public agencies, community development, or real estate incentives (LIHTC, NMTC, Tax-Exempt Bonds, etc.) is a plus.
- Experience with affordable housing, mixed-use development, or urban infill projects is beneficial.

#### **Resumes should be submitted to [jobs@investatlanta.com](mailto:jobs@investatlanta.com)**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, females, individuals with disabilities, and veterans, are encouraged to apply.