



## **MULTIFAMILY PROJECT SPECIALIST JOB DESCRIPTION**

The Community Development Department is focused on creating new affordable housing communities, preserving existing housing for decades to come, serving as a catalyst to providing long-term affordable housing, strengthening commercial corridors, driving redevelopment in distressed areas, and supporting revitalization in targeted communities. Community Development also strives to strengthen its financial position through diversification of revenue streams and advocating for the creation of new legislation and revenue streams to support affordable housing, neighborhood revitalization, and commercial development in the future. The Multifamily Project Specialist will report directly to the Vice President, Multifamily Housing.

### **KEY RESPONSIBILITIES**

- Apply program policies, project guidelines, and underwriting judgment appropriately to a wide variety of multifamily transactions seeking development incentives.
- Review, analyze, and underwrite loan and grant applications to include the collection of all pertinent project information, preparation of credit and underwriting analysis, negotiation of loan terms and conditions, presentation to internal loan committee.
- Underwriting responsibilities include review and analysis of proformas; income, expense, and rent roll analysis; review of third-party reports, review of applicant financial position, market analysis, property inspections, etc.
- Prepare and present multifamily housing board meeting materials to ensure accuracy and timely delivery for the Internal Loan and Investment Committee meetings.
- Present multifamily housing projects at Housing and TAD Committee meetings to secure approval or recommendations, representing the department's interests and ensuring alignment with organizational goals and regulatory requirements.
- Work with internal and external parties to successfully close transactions, including but not limited to, development of, and adherence to closing schedule, negotiation of deal points, critique of governing loan and grant documents and collection of due diligence items.
- Responsible for daily operations of the Faith-Based Program and Missing Middle Program, ensuring alignment with organizational goals. Oversee program budgets, timelines, and deliverables to ensure efficient and impactful program delivery.
- Transition community development transactions (loans and grants) to the Compliance and Finance departments.
- Attend community meetings/events to garner community support for, and foster understanding of Invest Atlanta's initiatives to grow a strong economy and build vibrant communities.

## **ADDITIONAL RESPONSIBILITIES**

- Record and maintain financial transactions and documents in various financial and document management systems; perform ongoing financial analysis and account reconciliation.
- Provide administrative and project support to successfully close development incentive transactions, working with the Vice President, as applicable.
- Prepare documents for submission to the City of Atlanta, the Georgia Department of Community Affairs, or other agencies as applicable.
- Monitor the processing of requisitions during the construction or rehabilitation period to ensure accuracy and timeliness. Oversee staff in tracking expenditures across all funding sources, ensuring compliance with the Trust Indenture, Loan Agreement, and approved Closing Budget. Review and validate financial reconciliations, including the alignment of URFA spreadsheets with trust account balances, and provide direction in resolving discrepancies in coordination with the bond trustee.
- Attend virtual or physical monthly site visits to properties under construction to evaluate progress.
- Create, maintain, and assist with reports for the Community Development Department including, but not limited to, project tracking, legal request tracking, reporting, etc.
- Perform any other job duties as necessary and requested for the furtherance of Invest Atlanta's community development goals.

## **EDUCATION**

- Graduated from an accredited college or university with a bachelor's degrees in business administration, public administration, real estate, economics, or related field with five years of progressively responsible project management experience; OR
- Equivalent combination of education and experience which equips the applicant with knowledge, skills and abilities described above.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent communication, interpersonal and presentation skills; ability to cultivate and maintain effective relationships with government, business, political and community leaders.
- Knowledge of small business needs.
- Proven 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.

- 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](mailto: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.