



MULTIFAMILY PROJECT MANAGER 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 Manager 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.
- 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 relevant 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.
- Manage transition of multifamily transactions (loans and grants) to the Compliance and Finance departments.
- Manage 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.
- Build and maintain strong partnerships with faith-based organizations, community leaders, housing partners, and other relevant stakeholders.
- 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.
- Prepare documents for submission to the City of Atlanta, the Georgia Department of Community Affairs, or other agencies as applicable.
- Serve as liaison with the City of Atlanta (“COA”) Team to provide updates on Multifamily Projects in the COA Housing Tracker.
- Assist in preparing the URFA and Community Development annual budgets in collaboration with the Vice President, Multifamily Housing and Finance Department.
- 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.
- Create, maintain, and assist with reports for the Multifamily Team 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.

DCA Allocation

- Prepare bond allocation and carry forward applications, including gathering supporting documentation and coordinating with the Finance Department to process application fees.
- Submit completed applications and documentation to the Georgia Department of Community Affairs (DCA) portal and maintain organized project files (including scanned records).
- Track allocation status and coordinate with DCA staff to ensure timely receipt of Notices of Allocation and related documentation.
- Assist with post-closing tasks, including preparing Confirmation of Issuance forms, monitoring allocation costs, and confirming project details.
- Assist Vice President, Multifamily Housing in monitoring allocation deadlines and recapture timelines; support the tracking of carryforward requests to ensure compliance with state requirements.

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.
- 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.

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled, and Veterans are encouraged to apply.