



Job Description

Small Business Improvement Grant Processing Specialist

Invest Atlanta is recruiting a Small Business Grant Specialist for our Small Business Improvement Grant (SBIG) program, and other special incentive programs. This position will be reporting to the Assistant Director of Neighborhood Revitalization. Background on Invest Atlanta's programs is attached below.

The Specialist will support implementation of the SBIG program by validating grant application document submissions, financial expenditure documentation, business formation and registration documents, and other required diligence necessary for successful Grant closings.

The successful candidate will be offered a part time hourly contract position of 10-20 hours per week. This position is not benefit eligible.

Job Responsibilities:

- Review and validate all grant applications for required project documentation and required due diligence items;
- Work directly with applicants to obtain all necessary documentation as needed to ensure grant applications are complete, meet all program requirements and eligibility.
- Prepare Case Files and draft Grant Agreements for each approved applicant using standard template grant applicant documentation for review and approval by CPIG Program Coordinator and Assistant Director of Neighborhood Revitalization.
- Review and validate all grant draw requests for eligible expenditures and required documentation;
- Work directly with grantees and vendors to obtain documentation for incomplete grant draw submissions as needed to ensure funds are disbursed accurately and efficiently;
- Proactively follow up with applications in progress and approved applications to provide assistance, clarify next steps, and answer questions as needed - shortening timelines for application submission and draw down of funds post-approval;

- Initiate draw inspections with 3rd party inspection firm to validate completion of work in each draw prior to forwarding complete draw packages to CPIG Program Coordinator;
- Track draw payments with Community Development accounts payables staff until payment is made to grantees or vendors;
- Meet with the SBIG team members bi-weekly for updates and to ensure processes are working efficiently;
- Maintain project files per prevailing file organization system;
- Perform other activities and job duties as needed and assigned.

EDUCATION & EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in accounting or finance and three (3) years of experience OR an equivalent combination of education and five (5) years of experience which equips the applicant with the requisite knowledge, and skills required for this role.

- Successful track record creating and overseeing accounting and reporting systems.
- Organizational skills, with strong attention to detail.
- Be able to understand and summarize technical information.
- Experience reviewing and verifying corporate formation documents, including Secretary of State records, Articles of Incorporation, Corporate Bylaws, and Operating Agreements
- Excellent people and communication skills
- Familiarity with the City of Atlanta (government), as well as with Atlanta's economic and social strengths and challenges.
- Strong commercial and analytical skills, and business awareness

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.

Background

Small Business Improvement Grant Program

Invest Atlanta has launched the Small Business Improvement Grant program to support local small businesses and commercial property owners located in seven of the City of Atlanta's Tax Allocation Districts (TADs) - Campbellton Road, Hollowell-ML King, Metropolitan Parkway, Perry Bolton, Eastside, Westside and Stadium Neighborhoods.

Tenants and commercial property owners are eligible to apply for grants of up to \$50,000 that can be used for both internal and external improvements. Vacant commercial properties may be eligible if the scope of improvements brings the property to leasable condition.