



## **SOUTHSIDE REDEVELOPMENT MANAGER (COMMUNITY & ECONOMIC DEVELOPMENT) JOB DESCRIPTION**

The Southside Manager is responsible for working cross departmentally for the creation and implementation of place-based initiatives, programs and policies to accomplish a shared, strategic vision for redevelopment activities on the southside of Atlanta to include community and economic empowerment activities. The role will also be responsible for identifying and sustaining strategic partnerships, managing consultants/vendor relationships, and seeking out investment and funding opportunities that can be leveraged with existing programs in pursuit of economic prosperity and community wealth building for Atlanta's southside residents and communities.

### **KEY RESPONSIBILITIES**

#### **General Duties**

- In conjunction with internal and external partners, develop and implement the southside place-based strategy to guide Invest Atlanta's strategic approach to increasing economic activity and mobility for southside residents.
- Work extensively with community-based organizations, stakeholders, public and private partners, and philanthropic organizations to strategically identify and coordinate investments/resources, develop new initiatives, and implement programs in various southside neighborhoods that address economic mobility, income inequality, entrepreneurship, and community sustainability.
- Work directly 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, review and critique of governing loan/grant documents and collection of due diligence
- Partner to develop marketing and communication strategies designed to attract private investment to revitalize southside communities and foster organic growth that helps preserve neighborhood authenticity.
- Develop, implement and sustain an effective and efficient application and selection process for community development and neighborhood revitalization projects within targeted southside areas.
- Advance various community development activities including but not limited to, housing, public safety, retail and economic development, transportation/connectivity, streetscape improvement, and the development of community amenities and facilities.

- Develop RFP's and RFQ's, negotiate and manage the procurement process to identify all third-party professional consultants for relevant projects or initiatives focused on the southside undertaken or led by Invest Atlanta.
- Provide preliminary analysis of potential projects, including project readiness and feasibility, economic and community impact, and consistency with redevelopment and corridor plans.
- Represent Invest Atlanta when engaging City of Atlanta Code Enforcement and In-Rem procedures to support property acquisition and disposition initiatives in coordination with various public, private and philanthropic partners.
- Lead ongoing community outreach efforts and dialogue with Neighborhood Planning Units, business associations, elected officials and other stakeholders regarding southside activities.
- Work closely with other internal Invest Atlanta departments to identify grant and funding opportunities that may benefit various place-based plans and strategies.
- Work closely with the Director of Underwriting & Transaction Services to assure effective processes and controls for project monitoring, disbursement of funds and reimbursement of direct and indirect project costs
- Support the Invest Atlanta partners with outreach, reports, and presentations for board of directors, stakeholders, city council, funders, etc.

## **Planning**

- Support planning activities with the Department of Watershed Management, Public Works, Planning and Community Development, Aviation, the Georgia Department of Transportation, MARTA and the Atlanta BeltLine as needed. Assist with identifying funding sources for planning and community development activities, if needed.
- Organize outreach (tours) for key stakeholders to build greater support for the southside development.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in economic and/or community redevelopment and cultivating public private partnerships;
- 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.
- Knowledge of local, state and national policies, issues and best practices regarding community re-development and affordable housing;
- Ability to gather, analyze and synthesize data;
- Strong computer skills; demonstrated proficiency in Microsoft Word, Excel, Power Point, Outlook and other software programs.

### **EDUCATION & EXPERIENCE**

- M.A., M.B.A., J.D., or L.L.M., preferred; B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate finance, public administration, economics or related field, with minimum five (5) years of progressively responsible work experience in real estate, finance, community development or economic development.

Cover letters and 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.*