



VICE PRESIDENT OF REAL ESTATE OPERATIONS

JOB DESCRIPTION

ABOUT INVEST ATLANTA

Invest Atlanta is the economic 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 initiatives that promote equitable economic growth. We collaborate with city leaders, businesses, and community organizations to strengthen Atlanta's economy and increase opportunities for all residents.

The Vice President of Real Estate Operations will leverage his/her real estate expertise to drive economic growth, enhance the city's global competitiveness, and expand opportunities for all its citizens through managing and optimizing Invest Atlanta-owned assets and other strategic real estate holdings. The role focuses on collaboration amongst stakeholders, strategic real estate planning/placemaking, public-private partnerships, business attraction, and coordination with the City of Atlanta and partners. Role will lead the strategic acquisition, management, lease and sales of Invest Atlanta-owned properties and other key real estate assets. The successful candidate will lead the overall vision for the newly formed real estate section within Invest Atlanta and will be charged with creating the strategy and building the necessary team to carry out the objectives of the organization.

KEY RESPONSIBILITIES

STRATEGIC ACQUISITIONS & DISPOSITIONS

- Identify, analyze, and execute real estate acquisition opportunities aligned with investment strategies.
- Conduct due diligence, market research, and financial modeling to assess potential acquisitions.
- Develop and execute disposition strategies to optimize returns and maximize property value.
- Negotiate purchase and sale agreements, lease contracts, and financing terms.
- Collaborate with brokers, legal counsel, consultants, and other stakeholders throughout transaction processes.
- Create asset RFP concepts working in conjunction with the IA Procurement, Comm Dev, Legal, Compliance, and Finance Departments. Participate in respondent evaluation, selection, and onboarding processes.

ASSET MANAGEMENT

- Oversee the performance and profitability of the real estate portfolio, implementing value-enhancing strategies.
- Monitor market trends, property performance, and financial metrics to optimize asset value.

- Develop and execute business plans for each asset, including leasing strategies, capital improvements, and expense management.
- Establish and maintain relationships with property managers, tenants, and service providers.
- Ensure compliance with local regulations, zoning laws, and industry best practices.

FINANCIAL & STRATEGIC PLANNING

- Prepare financial models, forecasts, and investment analyses to support decision-making.
- Develop and track key performance indicators (KPIs) for asset performance.
- Collaborate with finance teams to optimize capital structures and funding strategies.
- Prepare reports and presentations for senior leadership, investors, and stakeholders.

EXTERNAL

- **Public-Private Partnership Development:** Build relationships with key stakeholders, including developers, investors, financial institutions, government agencies, and community organizations to create partnerships that enhance project success.
- **External Broker/Vendor Management:** Identify necessary Brokerage resources as needed in support of Invest Atlanta's property sale or lease-up efforts.
- **Community Engagement:** Engage with community stakeholders to understand their needs and ensure projects contribute positively to neighborhood goals.
- **Owners Representation:** Represent Invest Atlanta at real estate conferences, events, and activities as deemed appropriate while interfacing with key project consultants to ensure that all critical project decisions are communicated to Senior Management.

KNOWLEDGE, SKILLS, & ABILITIES

- Experience in commercial, residential, in-fill, or mixed-use real estate portfolios within urban environments.
- Knowledge of legal and regulatory aspects of real estate transactions.
- Familiarity with real estate investment trusts (REITs), private equity, or institutional investment.
- Strong financial modeling and analytical skills, with proficiency in Excel and real estate valuation tools.
- In-depth knowledge of real estate investment strategies, market dynamics, and risk assessment.
- Excellent negotiation, communication, and relationship-building skills.
- Ability to manage multiple projects and transactions simultaneously.
- Experience with lease negotiations, property management, and capital improvement planning.

- Ability to work well with a wide range of stakeholders, including corporate business executives, political leaders, and community leaders.
- Ability to gather, analyze and synthesize data.
- Strong knowledge of real estate principles, financial analysis, and land use planning.
- Exceptional presentation skills utilizing MS PowerPoint or a comparable presentation software.
- Understanding of assessment and evaluation of real estate markets including key market trends and evaluation of new potential market segments and asset classes.
- Previous experience working with GIS-based mapping and software systems.
- Previous experience with MS Excel, MS Project, and Asana preferred.
- Excellent communication and negotiation skills.
- Strong leadership skills with experience in managing or mentoring teams.
- The above duties are not intended to be a complete description of all tasks. Duties and tasks may be adjusted from time to time to fall in line with organizational need and changes in the business environment.

EDUCATION & EXPERIENCE

- **Education:** Bachelor's degree from an accredited college or university in Real Estate Development, Construction Management, Finance, Business, Economics, Urban Planning, or related field. Master's degree preferred.
- **Experience:** Minimum of at least ten (10) years of managerial experience in real estate development, property management, asset management, or a related field, with a proven track record of managing complex projects across affordable, residential, commercial, retail, office, or mixed-used asset classes. Experience in public or community real estate development is highly desirable. Demonstrated track record of at least seven (7) years of direct people management is required.
 - Preference given to development management and project management background within the affordable residential/mixed-used development environment.
 - Consideration also given to extensive exposure within the full-service real estate firm environment ranging from sales and leasing negotiations to project positioning, development, and construction.
 - Previous experience with local or federal financial incentives such as Tax-Exempt Bonds, Low Income Housing Tax Credits (LIHTC's), Historic Tax Credits (HTC's) and New Market Tax Credits (NMTC's), etc. highly desirable.
 - Previous interaction with agencies such as the Department of Community Affairs (DCA), Housing and Urban Development (HUD), and Atlanta Housing Authority (AH), etc. helpful.
 - Background building a real estate team/department preferred.

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.