



## **SENIOR HOUSING POLICY AND DEVELOPMENT MANAGER**

The Atlanta BeltLine is a planned 22-mile corridor that promises to connect 45 neighborhoods while delivering equitable transportation, economic development, parks, trails and *housing* in a manner that honors and uplifts people. Critical to this vision is the goal of creating or preserving 5,600+ units of quality housing affordable for low- and moderate-income families.

This dynamic professional mid-level position promotes, facilitates, supports, plans and measures the creation or preservation of these affordable units in neighborhoods on or around the Atlanta BeltLine. The position requires strong interpersonal skills, creativity and flexibility since Atlanta BeltLine, Inc. (ABI) robustly collaborates and partners with public, private, non-profit, neighborhood and charitable stakeholders and developers to create or preserve affordable units. The Housing Policy and Development Manager (HPD Manager) renders technical assistance throughout the development life cycle of complex mixed-income housing development projects around the Atlanta BeltLine. As such, the HPD Manager must possess strong real estate financial/technical prowess exceptional project management and organizational and negotiation skills coupled with a desire to support and assist low-income clients and underserved communities with quality housing opportunities.

### **Position Responsibilities**

The HPD Manager provides day-to-day operational/technical support to the Housing Policy and Development (HPD) Department [and on occasion, related Department(s)] to promote, develop and implement HPD's comprehensive affordable housing strategy designed to help HPD create or preserve 5,600+ affordable housing units within the BeltLine Tax Allocation District ("TAD") and the broader Atlanta BeltLine Planning Area by 2030. Additional responsibilities include:

- Analyzes and provides technical support for potential affordable housing transactions, evaluates development opportunities, performs research, creates/reviews project Pro Forma, probes development and capital stack challenges and makes recommendations related to those challenges. Adept at identifying acceptable risk mitigation strategies
- Provides thought leadership, analytical, logistical, operational support and financial real estate development strategies for redevelopment projects using mixed finance, low-income housing tax credits, special HUD programs, revenue bonds, private mortgage financing, and/or other financing approaches typically used in affordable and market-rate redevelopment projects.
- Identifies sources of leverage funding, gap funding, contributions, or social capital for acquisition of affordable housing sites from public, non-profit, charitable and private investors.
- Ensures ABI affordable housing efforts, trends, capital stacks and incentives are properly tracked, analyzed, and communicated internally and with project stakeholders.
- Coordinates, organizes, and assists to execute initiatives related to renters, homeowners and legacy residents, including anti-displacement strategies, owner occupied rehabilitation program(s), down payment assistance program(s), tax education/assistance initiatives, and any other HPD or ABI programs designed to assure affordability, minimize displacement or promote economic opportunity.

- Participates in meetings with public/private developers, non-profits and other stakeholders to coordinate affordable housing creation or preservation activities and shares progress on HPD housing initiatives.
- Assists in HPD's educational, training, accountability, speaking, writing, work performance monitoring, and public interfacing programs and activities.
- Works with public stakeholders to review and refine Atlanta BeltLine Affordable Housing Trust Fund incentives, fee structures and deployment.
- Conducts comprehensive analysis of HPD program policies and procedures, develops plans, formulates guidelines, implements new processes and procedures, as needed.

**Education and Experience:**

- Bachelors Degree in Real Estate, Business, Planning or related field from an accredited college or university required; Masters preferred. Equivalent combination of education, training, and experience, which, in the sole determination of ABI, constitutes the required knowledge and abilities for the position will be taken into consideration
- A minimum of 6 – 8+ years' experience in real estate development, multifamily housing, affordable housing, community development, planning, property management or related real estate field.
- Experience with or exposure to affordable housing development, policies, and incentives.
- Excellent organizational skills with the ability to prioritize workflow.
- Excellent written and verbal communication skills and interpersonal skills.

**Skills and Abilities:**

- Must possess and demonstrate excellent interpersonal skills related to flexibility, tact, diplomacy, good judgment, diligence, hard work, integrity and the ability to work cooperatively and effectively with a wide range of constituencies and stakeholders from diverse backgrounds, with a high degree of honor and respect.
- Good working knowledge and passion for the Atlanta BeltLine project and commitment to creating and preserving affordability.
- Strong real estate related financial, administrative or technical assistance and demonstrated ability to deliver the assistance in a courteous, cooperative and compassionate manner.
- Capacity for complex problem solving/analysis and ability to make sound decisions with attention to detail, ability to shift priorities, and demonstrated skill in assessing and prioritizing multiple tasks, projects and demands with a fast turn-around in a highly visible environment.
- Ability to provide technical assistance and support for complex projects, problems and strategies, translate concepts and information in easily attainable ways, and propose solutions and develop alternatives.
- Strong leadership, organization and personnel management skills as the position may involve the supervision of one or more individuals and may serve as a team lead.

**How to Apply:**

Interested candidates should submit a cover letter and resume to [jobs@atlbeltline.org](mailto:jobs@atlbeltline.org) by November 1, 2019.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer