



ATLANTA BELTLINE, INC.
REAL ESTATE PROJECT MANAGER
Position Description

POSITION SUMMARY

The Atlanta BeltLine is the largest public infrastructure redevelopment program in Atlanta’s history that includes 22 miles of light-rail (streetcar) transit located in the Atlanta BeltLine corridor, 33 miles of trails, over 1,200 acres of new parkland, 46 miles of new streets and streetscapes, public art, 1,100 acres of brownfield reclamation, and the creation of more than 30,000 jobs and 5,600 affordable housing units in the neighborhoods surrounding the underutilized railroad corridor. In addition, Atlanta BeltLine, Inc. (ABI) is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all program and projects.

The Real Estate Manager (the “Manager”) will report directly to the Director of Real Estate and Asset Management (the “Director”). The primary focus area of the Manager will be providing strategic analysis to the Director and supporting efforts to acquire or dispose of real estate assets throughout the Atlanta BeltLine corridor. Additionally, the Manager will be responsible for assisting with negotiating certain agreements with adjacent landowners to leverage ABI assets in a way that enhances neighborhood connectivity and activates the Atlanta BeltLine corridor. A high level of coordination with other ABI departments such as Design and Construction, Community Planning & Engagement, Finance, and Legal, is required. Engagement with the development community and review of plans for new developments along the Atlanta BeltLine corridor is also required.

The Manager must represent ABI in a professional manner in all dealings with citizens, patrons, developers and vendors and apply fundamental principles of ABI to daily activities.

PRIMARY RESPONSIBILITIES

- Assist the Director with land acquisitions and dispositions by providing strategic analysis of real estate conditions and project management support.
- Manage certain asset management negotiations with adjacent landowners related to construction facilitation, Atlanta BeltLine corridor activation, and ABI property rights.
- Collaborate with ABI’s Design and Construction team to ensure cross-departmental review and understanding of construction easements and agreements.
- Identify and resolve encroachment issues on ABI assets.
- Promotes the Vision, Mission and Core Values of ABI while fostering a collegial work environment.
- Develop database of real estate acquisition opportunities and assist with prioritization.

- Assist with or lead efforts to obtain grants, loans, or donations that would be used to fund strategic land acquisitions.
- Ensure projects are properly filed, tracked, and coordinated with appropriate stakeholders.

SKILLS & QUALIFICATIONS

Education:

- Bachelor's Degree in Real Estate, Business, or related field required, Master's Degree preferred.

Experience and Required Skills:

- 3-5 years' experience in commercial land acquisition/development support or related real estate field.
- Ability to manage due diligence contractors, interpret findings, and identify areas of risk.
- Exposure to negotiations of fee simple land acquisitions and construction easements; familiarity with the federal Uniform Act a plus.
- Understanding of the impacts of institutional and systemic barriers on marginalized communities and a commitment to integrating equity and inclusion throughout all facets of your work
- Ability to understand and suggest modifications to legal contracts based on the pertinent business terms and situation.
- Ability to spend at least eight hours per week outdoors in both fair and inclement weather conditions and navigate rough terrain.
- Competency with reading land surveys and construction documents.
- Strong analytical skills, with experience generating real estate research products.
- Excellent organizational skills with the ability to prioritize workflow.
- Excellent written and verbal communication, negotiation, and interpersonal skills, especially in the area of communicating with a variety of stakeholders, including the general public, contractors, public sector employees, and developers.
- Ability to efficiently complete all required tasks, issues, projects as outlined in this Position Description.
- Proven experience working with MS Excel.
- Experience with generating professional quality maps and graphics.
- Equivalent combination of education, training and experience will be given consideration.

Interested candidates should submit a cover letter and resume to jobs@atlbelpline.org by April 3, 2020.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer