



Deputy Executive Director

<https://beltline.org/the-project/atlanta-beltline-partnership-team/>



POSITION DESCRIPTION

Client Organization: Atlanta BeltLine Partnership:
<https://beltline.org/the-project/atlanta-beltline-partnership-team/>

Position Title: Deputy Executive Director

Reports To: Executive Director

Location: Atlanta, GA

COMPANY OVERVIEW:

As one of the largest, most wide-ranging urban redevelopment programs in the United States, the Atlanta BeltLine is the catalyst for making Atlanta a global beacon for equitable, inclusive, and sustainable city life. The Atlanta BeltLine project encompasses not only the construction of physical infrastructure (parks, trails, transit), but also the creation of economically and culturally vibrant, walkable, sustainable, mixed-income communities that are connected physically, civically, and socially and lead to a high quality of life for Atlanta's residents. It includes 22 miles of light-rail transit in the Atlanta BeltLine corridor, 33 miles of trails, over 1,200 acres of new parkland, several miles of new streets and streetscapes, public art, and brownfield reclamation, as well as the creation of 5,600 units of affordable housing and the generation of tens of thousands of jobs.

The Atlanta BeltLine Partnership is the nonprofit organization formed in 2005 to advance the Atlanta BeltLine. The Partnership **enables** the Atlanta BeltLine project by raising money from the private and philanthropic sectors, **engages** the public through programming, events, and activities, and **empowers** residents through partnerships that bring about positive outcomes in the areas of health, housing, and access to economic opportunity.

The Atlanta BeltLine Partnership's sister organization, Atlanta BeltLine, Inc. (ABI), is the entity tasked with planning and executing the implementation of the Atlanta BeltLine in partnership with other public and private organizations, including City of Atlanta departments.

The Partnership plays a critical role in delivering the Atlanta BeltLine by raising philanthropic capital to support project implementation. With the Atlanta BeltLine experiencing unprecedented momentum, the Partnership is preparing to launch its next capital campaign – a \$170 million effort that will support completion of the full BeltLine trail corridor, new parks, legacy resident retention, and the Partnership's ongoing programs and operations.

Equally important, The Partnership manages a robust portfolio of programs – many of which are delivered via formalized partnerships with other organizations – that maintain strong, broad-based civic and community support for the Atlanta BeltLine and help BeltLine residents remain in their homes and connect with employment opportunities along the corridor.

Led by a small but exceptionally competent core staff, The Partnership has accomplished its objectives via myriad partners, a network of specialized contractors, and hundreds of active volunteers.



POSITION OVERVIEW:

Working alongside and in support of the Executive Director, the Deputy Executive Director will provide strategic, operational, and financial leadership over the Atlanta BeltLine Partnership's (ABP's) people, programs, and investments to ensure we deliver on our three-fold mission and maintain our donors' trust as good stewards of their funds.

Enable the Project. The Deputy Executive Director will work closely with the Executive Director, development staff, fundraising consultants, and board Finance Committee – and be the primary liaison with Atlanta BeltLine, Inc. to:

- Determine the appropriate scale and scope of philanthropic investment to deliver BeltLine projects,
- Provide project-related information for proposals and grant reports for donors,
- Recommend disbursement of funds from capital campaigns, and
- Clearly communicate financial information about the Atlanta BeltLine project to the ABP board, donors, and other key stakeholders.

Engage the Public. Working closely with the Associate Director of Programs: Engage (direct report) and the board Engage Committee – and in collaboration with the Director of Marketing & Communication and counterparts at Atlanta BeltLine, Inc.– the Deputy Executive Director will:

- Guide ABP's programmatic efforts – including volunteer, health & wellness, and educational programs – to build public support for the BeltLine,
- Cultivate and maintain relationships with community, non-profit, corporate, and other key partners, and
- Develop and refine outcome measurements to assess program effectiveness and inform resource allocation.

Empower BeltLine Residents. Working closely with the Associate Director of Programs: Empower (direct report) and the board Empower Committee – and in collaboration with counterparts at Atlanta BeltLine, Inc. – the Deputy Executive Director will:

- Guide ABP's programmatic efforts to help residents remain in their homes and connect with employment opportunities through a partner-based approach geographically focused on predominantly low-income neighborhoods along the BeltLine,
- Cultivate and maintain relationships with community, non-profit, corporate, and other key partners, and
- Develop and refine outcome measurements to assess program effectiveness and inform resource allocation.

With responsibility for financial management of the organization and internal operating efficiency/execution, the Deputy Executive Director will also:

- Work closely with the board Finance Committee, finance staff, and finance contractors to maintain ABP's overall financial health, including budgeting, cash flow management, scenario planning, multi-year projections, and limited inventory management,
- Ensure all financial reporting is timely, accurate and meets the Executive Director's, Board's, and other governance requirements,
- Lead internal preparation, coordination with external auditor, and review of external audit to ensure the organization continues to receive clean financial audits,
- Ensure all required IRS and State of Georgia forms, including 990 and 1099s, are prepared and filed and handle all correspondence with the IRS, State of Georgia, and City of Atlanta as it relates to financial matters,



- Oversee payroll, HR policies, and employee benefit packages, including health insurance benefits, by working with ABP's Professional Employment Organization,
- Work with IT providers to ensure the organization has the technological resources necessary to conduct business effectively, and
- Handle matters related to office leases and other operational needs.

As an executive leader, the Deputy Executive Director will partner with the Executive Director to:

- Participate in organization-wide problem-solving, decision making, and strategy development, including a forthcoming update to the strategic plan.
- Build and lead a high-performing team.
- Foster employee engagement by providing tools and experiences to create and sustain a positive culture.
- Determine how to best achieve desired outcomes through programming, partnerships, and relationships with residents and community leaders – and provide leadership in the continuous evaluation of short and long-term strategic objectives.
- Drive team performance by tracking and providing the Executive Director status of key milestones on initiatives that are critical for the organization's success.
- Synthesize input from subject-matter experts, community members, partners, and personal observation and experience to develop recommendations for delivering the full, inclusive vision for the Atlanta BeltLine.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described

QUALIFICATIONS:

Education/Professional Credentials

- Bachelor's degree
- Master's degree preferred

Experience

Minimum of ten years senior level responsibility in corporate, nonprofit, and/or government, serving in progressively challenging positions with a track record of building strong relationships with external partners and motivating internal teams. The ideal candidate will have worked directly and collaboratively with community-based leadership, preferably in neighborhoods along the Atlanta BeltLine.

Skills

- Demonstrated excellence in communications – written and verbal, with strong interpersonal skills.
- Exceptional aptitude for financial information and performance measurement.
- Relates well to all kinds of people and comfortably builds strong relationships with racially, culturally, and economically diverse stakeholders, including but not limited to neighborhood residents, community leaders, non-profit and corporate partners, volunteers, board members, elected officials, and funders.
- Highly collaborative working style.
- Able to think both strategically and tactically to develop and implement solutions based on high-level goals and objectives.
- Track record of building and managing high performance teams that produce high-quality results that are timely and cost effective.



- Strong leadership, analytical and strategic planning skills, including demonstrated ability to work across organizational boundaries to produce results.
- Comfortable working in a high-profile, public-facing environment.
- Able to manage competing priorities.
- Demonstrated passion for the Atlanta BeltLine.

OPPORTUNITY

If you are interested in exploring this incredible opportunity, please contact:

Ryan Grant

The Grant Partners, President

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The Grant Partners

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