



Economic Development Project Manager

The Atlanta BeltLine, Inc. (ABI) is the largest public infrastructure redevelopment program in Atlanta's history that includes 22 miles of light-rail 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 an underutilized railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

Atlanta BeltLine, Inc is seeking a dynamic economic development professional to lead a portfolio of services to deliver economic mobility for residents and commercial revitalization in communities around the 22-mile BeltLine loop.

Reporting directly to the Vice President of Economic Development, this project manager will operate with a fair amount of creative autonomy to shape and drive community-driven solutions that intersect across workforce development and commercial district support that deliver on ABI's equitable development objectives for the Atlanta BeltLine project.

PRIMARY RESPONSIBILITIES

General

- Work closely with the Vice President and Director of Economic Development in crafting and implementing innovative service delivery strategies in areas of workforce development, small business support and commercial district revitalization
- Work closely with other members of the Economic Development team to ensure all relevant programming is being effectively rolled out and communicated through the commercial districts and their respective organizations including direct small business support and commercial affordability programs
- Manage the data collection and management process to ensure all program outputs and outcomes are well documented within ABI's Salesforce CRM system working collaboratively with our Economic Development Data Analyst
- Drive the Key Performance Indicator (KPI) process to ensure programs are on track to meet goals and objectives
- Provide monthly reporting to ABI leadership and external stakeholders on overall progress
- Work closely with the Procurement team to manage the end-to-end process of identifying and securing vendors to support the portfolio of services

Workforce Development

- Manage the roll-out and ongoing execution of ABI's first employer-driven workforce development services Request for Proposal (RFP) to connect BeltLine residents to career opportunities with BeltLine businesses and other employers around the City
- Collaborate and align workforce strategy with WorkSource Atlanta services and other critical partners to create career pathways for BeltLine residents

Commercial District

- Support the development of a strategy to build the capacity of a network of 15 Community Improvement Districts (CIDs) and Business Associations (BAs) around the Atlanta BeltLine.
- Manage and strengthen relationships with CIDs and BAs by participating in quarterly roundtable meetings and periodically attending partner meetings in various business districts
- Manage the creation of a comprehensive annual grant making program to strengthen and revitalize commercial districts adjacent to the BeltLine
- Support the expansion of ABI's Business Façade pARTnership grant program as a proven commercial revitalization tool
- Coordinate with City of Atlanta's Main Street Program and Invest Atlanta to align strategy and services for improved program outcomes

Education: Bachelor's degree required.

Experience: Seven years of full-time satisfactory experience in one or more of the following: Economic development, business development, retention, expansion, and relocation or assisting businesses in accessing public and private services and programs including workforce development

Competencies:

- The ideal candidate will have solid results-oriented work experience in Workforce/Economic Development, some knowledge of labor market trends and high growth occupations; passionate about being an agent of positive change in underserved communities
- Excellent interpersonal skills and the ability to work well with staff across a variety of positions and levels of seniority
- Strong written and verbal communication skills
- Strong organizational and project management skills, including the ability to plan and coordinate according to project specifications and deadlines
- Proficiency in Microsoft Office, including Excel and PowerPoint

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Equity Note: Research suggests that women and Black, Indigenous and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident that they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that you demonstrate, using an intentional equity lens.