invest atlanta

SENIOR PROGRAM MANAGER – NEIGHBORHOOD REVITALIZATION

NEIGHBORHOODS DIVISION

JOB DESCRIPTION

The **Senior Program Manager – Neighborhood Revitalization** is responsible for managing and implementing Invest Atlanta's Tax Allocation District (TAD) Redevelopment Plans, Neighborhood Reinvestment Initiative (NRI), and other neighborhood revitalization programs that advance equitable redevelopment throughout the City of Atlanta.

Reporting to the Vice President, Planning and Strategic Initiatives, this position serves as a member of the Department's leadership team and plays a significant role in implementing the Department's neighborhood revitalization programs and initiatives. Working collaboratively with Department senior leadership, including the Director of Neighborhood Revitalization and Assistant Director of Westside Initiatives, the Senior Program Manager provides leadership for assigned programs, projects, and partnerships while managing complex community development projects, funding programs, strategic partnerships, and cross-functional initiatives that support adopted redevelopment plans and Department priorities.

This position is responsible for managing assigned community development initiatives from implementation through completion and works collaboratively with Invest Atlanta departments, government agencies, developers, nonprofit organizations, consultants, and community stakeholders to support successful program delivery and achieve Department goals.

KEY RESPONSIBILITIES

Program Management

• Manage implementation of assigned Tax Allocation District (TAD) Redevelopment Plans, Neighborhood Reinvestment Initiative activity (NRI), and other neighborhood revitalization initiatives that advance equitable redevelopment and economic opportunity.

• Lead the day-to-day implementation of complex projects and funding programs, ensuring activities are consistent with Department priorities, adopted redevelopment plans, budgets, schedules, and funding requirements.

• Evaluate project readiness, feasibility, community impact, and consistency with redevelopment plans and program objectives, and recommend operational improvements that strengthen program delivery.

• Support the development and implementation of new programs, funding opportunities, and special initiatives.

Project & Partnership Management

• Manage community development projects, consultant contracts, funding programs, professional service agreements, and implementation activities from initiation through completion.

• Coordinate implementation activities with Invest Atlanta departments, government agencies, developers, consultants, nonprofit organizations, philanthropic partners, and community organizations.

• Identify, cultivate, and manage strategic partnerships and funding opportunities that advance neighborhood revitalization initiatives.

Community Collaboration

• Work extensively with Neighborhood Planning Units (NPUs), community-based organizations, elected officials, residents, businesses, and public and private partners to coordinate investments and support implementation of neighborhood revitalization initiatives.

• Coordinate and participate in community meetings, stakeholder meetings, and public presentations to promote understanding of Invest Atlanta's neighborhood revitalization initiatives and gather community feedback.

• Collaborate with the TAD Advisory Committee & Community Coordinator to ensure community priorities and stakeholder input are incorporated into project implementation.

• Work collaboratively across Invest Atlanta departments to support successful implementation of Department initiatives.

Leadership Support

• Support Department senior leadership in implementing neighborhood revitalization priorities, advancing strategic initiatives, and achieving departmental goals through effective program management, project implementation, and cross-functional collaboration.

• Provide project leadership, technical guidance, mentoring, and coordination to staff, consultants, and multidisciplinary project teams.

• Collaborate with internal departments to ensure effective project underwriting, contract administration, project monitoring, funding disbursement, reimbursement processing, and overall project compliance.

• Perform other duties as assigned in support of the Department's mission.

KNOWLEDGE, SKILLS AND ABILITIES

• Extensive knowledge of community development, neighborhood revitalization, redevelopment planning, economic development, and public-private partnerships.

• Knowledge of Tax Allocation Districts (TADs), redevelopment finance, public funding programs, project implementation, and contract administration.

• Demonstrated ability to manage complex community development projects, funding programs, consultant teams, and multidisciplinary initiatives.

• Excellent project management, organizational, analytical, and problem-solving skills.

• Excellent written, verbal, interpersonal, facilitation, negotiation, and presentation skills.

• Ability to establish and maintain productive working relationships with government agencies, elected officials, developers, nonprofit organizations, consultants, community organizations, neighborhood stakeholders, and philanthropic partners.

• Ability to manage multiple priorities while exercising sound judgment and maintaining a high level of organization and attention to detail.

• Proficiency in Microsoft Office Suite and project management software.

EDUCATION & EXPERIENCE

• Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Community Development, Business Administration, Real Estate, Economics, Public Policy, or a related field.

• Master's degree preferred.

• Minimum of five (5) years of progressively responsible experience in community development, economic development, redevelopment, planning, public administration, real estate development, or a related field.

• Demonstrated experience managing complex public programs, funding initiatives, consultant contracts, community development projects, and cross-functional teams.

• Experience working with local governments, development authorities, nonprofit organizations, public-private partnerships, and community stakeholders is highly desirable.

• An equivalent combination of education and relevant experience may be considered.

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.*