



**ATLANTA BELTLINE, INC.**  
**HOUSING POLICY AND DEVELOPMENT MANAGER**  
**Position Description**

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**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.

The Housing Policy and Development Manager will be a key part of the Atlanta BeltLine, Inc. (ABI) Housing Team and will report directly to the Housing Policy and Development Director. The primary focus area of the Housing Policy and Development Manager will be to provide support for the predevelopment of ABI owned real estate for future affordable workforce housing. Specifically, the Housing Policy and Development Manager will manage the process of predevelopment, request for proposals, and disposition of lands for future affordable housing. Furthermore, the Housing Policy and Development Manager will help coordinate public and private stakeholders for the benefit of coordinated, equitable development in specific geographic nodes as assigned.

Atlanta BeltLine, Inc., as the implementation agent of the Atlanta BeltLine TAD, initiates, guides, and provides day-to-day management and coordination for achieving the 5,600 unit affordable workforce housing goal. Invest Atlanta ultimately makes most final investment decisions. A high level of coordination and communication with Invest Atlanta and other Atlanta BeltLine departments, particularly Real Estate, is required.

The Housing Policy and Development 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, including but not limited to Equitable Development, Brownfield Remediation, job creation, economic development, historic preservation, art and street scape improvements, parks, trails, and transit.

**PRIMARY RESPONSIBILITIES**

- Manage the development of RFPs for ABI controlled sites. This includes modifying existing drafts of RFPs, analyzing feasibility of potential deal structures, coordinating with the Design Department to incorporate design concepts.

- Support the identification and pursuit of sources of leverage funding for acquisition from public and private investors.
- Drive the RFP and disposition process for ABI controlled sites, in coordination with Procurement, Invest Atlanta, and other ABI departments.
- Manage other predevelopment work, as assigned, in preparation for the sale or lease of ABI controlled land.
- Provide guidance, as appropriate, to the selected developer through entitlement to construction.
- Coordinate public and private stakeholders for the benefit of coordinated, equitable development in specific geographic nodes as assigned.
- Work with Invest Atlanta to review and refine BeltLine Affordable Housing Trust Fund Incentive applications annually.
- Support building a pipeline of developers to apply for BeltLine Trust Fund incentives.
- Manage the receipt and payment of invoices through ABI's internal process.
- Write requests for proposals for consultants, contractors, and other services required to implement the ABI housing program.
- Assist the Housing Policy and Development Director with certain tasks, including preparing digital presentations, writing reports, preparing and sending letters and mailings, and answering questions in the housing voicemail and email inbox.
- Ensure projects and trends are properly tracked, analyzed, and communicated internally and with project stakeholders.
- Participate in meetings with public and private stakeholders to coordinate and share progress. Some community engagement meetings are scheduled in the evening.
- Other tasks, as assigned by the Housing Director

## **SKILLS & QUALIFICATIONS**

### **Education:**

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

### **Experience and Required Skills:**

- 4-6 years experience in multifamily housing development or related real estate field.
- Experience with or exposure to affordable housing development, policies, and incentives.
- Experience with or exposure to site development, rezoning, and permitting.
- Proven experience in real estate financial analysis and generating real estate proformas.
- Excellent organizational skills with the ability to prioritize workflow.
- Excellent written and verbal communication skills 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 maps and graphics.
- Equivalent combination of education, training and experience will be given consideration.

**How to Apply:**

**Interested candidates should submit a cover letter and resume to [jobs@atlbelpline.org](mailto:jobs@atlbelpline.org) by May 12, 2017.**

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.