



## PROJECT MANAGER

---

### SUMMARY

The Project Manager is responsible for planning, directing and coordinating the Atlanta Land Trust's (ALT) real estate acquisition and development activities, including both single-family and multi-family projects. The Project Manager will serve as a central point for communication and decision making and will represent ALT with community groups, stakeholders and public agencies. The position is characterized by high degree of initiative, responsibility, accountability and ability to work collaboratively with a wide variety of individuals, community-based organizations and governmental entities. The Project Manager reports to ALT's Executive Director and will support of ALT's mission to deliver and steward permanently affordable housing to support inclusive, equitable communities near the Atlanta BeltLine and other targeted areas in the city of Atlanta. Candidates should be self-motivated, well-organized and detail-oriented.

### PRIMARY RESPONSIBILITIES AND DUTIES

Identify, evaluate and acquire properties for development under the community land trust (CLT) model.

- Identify potential sites for single-family, multi-family or mixed-use CLT projects and perform initial market and site analysis to determine potential for development.
- Research topography, zoning, entitlement requirements and process for approval, easements, available utilities and traffic analysis (if required).
- Develop financial assessments and acquisition pro formas.
- Negotiate letters of intent and purchase and sale agreements with prospective sellers.
- Oversee, coordinate and review necessary due diligence activities including inspections, reports, appraisals and title relating to purchase of property.
- Manage the transaction closing process, including engagement of ALT attorneys.

Oversee the development of properties under the CLT model:

- Prepare initial site design plan based on development concept and program.
- Undertake technical studies for site evaluation as necessary.
- Research local market and provide insight on demographic trends and the residential real estate market.
- Generate development project budgets and pro forma to evaluate financial feasibility.
- Identify options for project financing and assist in securing funding from public, private and philanthropic sources.
- Develop project schedules and track all critical dates throughout the life of the project.

- Manage contracting process, documents and deliverables as needed throughout development process, including developing solicitations for developers, homebuilders, consultants, architects, engineers, legal and others as required.
- Prepare contracts, monitor performance, approve payments and close-out.
- Lead community engagement and facilitate dialogue with Neighborhood Planning Units, neighborhood organizations, residents, elected officials and other stakeholders to solicit input and gain support for individual projects.
- Develop and maintain relationships with federal, state and local government agencies.
- Oversee management of project management software system including program-related data entry, document management and reporting.
- Support Stewardship Manager in developing marketing plans and conducting marketing activities.

The Project Manager may be required to perform additional duties to support the Executive Director.

#### **MINIMUM QUALIFICATIONS**

- A minimum of three years' experience working in affordable housing development, finance or project management.
- Familiarity with real estate development process.
- Experience with financial modeling and investment analysis including review and development of financial pro formas.
- Strong personal commitment to affordable housing in general and to community land trust homeownership in particular.
- Strong oral and written communications skills.

#### **TERMS OF EMPLOYMENT**

This is a full-time position. Some evening and weekend work is likely. Salary and benefits are negotiable based on applicant's experience and qualifications.

It is anticipated that the Project Manager will work remotely.

The Atlanta Land Trust is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

---

Interested applicants should submit resumes to [Jobs@atlandtrust.org](mailto:Jobs@atlandtrust.org)