



Property Manager

Atlanta Beltline, Inc. is the official implementation agency for the Atlanta Beltline, the 22-mile rail-to-trail conversion that's one of the largest, most wide-ranging urban redevelopment programs in the United States. Its vision is to be the catalyst for making Atlanta a global beacon for equitable, inclusive and sustainable city life. The Atlanta Beltline is building a more socially and economically resilient Atlanta with our partner organizations and host communities through job creation, inclusive transportation systems, affordable housing and public spaces for all.

The Property Manager is an instrumental part of the Real Estate and Asset Management team at ABI, reporting to the Vice President of Real Estate and Asset Management. The Asset Manager is responsible for managing the timely completion of maintenance activities across ABI's 300+ acre portfolio and negotiating the licensing and use of ABI assets for a variety of purposes.

Position Responsibilities

- Effectively manage maintenance issues as they arise by working with ABI staff and asset management partners to obtain bids from qualified contractors, monitoring their work, and providing direction when necessary.
- Track progress with maintenance issues using ABI project management tools and procedures.
- Perform data collection to create and maintain ABI's digital asset management database.
- Prepare and update asset operations analysis reports and dashboards to support asset performance, routine operations management, and capital programming from multiple data sources.
- Manage transition of assets from construction phase to operations phase with ABI partners.
- Routinely make field visits to confirm asset conditions, investigate issues, and make connections with neighboring property owners.
- Negotiate license and access agreements for the use of ABI assets for filming, parking, restaurants/patios, Atlanta BeltLine trail connections, etc., and perform certain contract management obligations.
- Build and strengthen professional relationships with asset management partner executives at the City of Atlanta, Trees Atlanta, Invest Atlanta and other asset management partners.
- Oversee the receipt of certain building and administrative permits from the City of Atlanta for ABI assets.
- Ensure that special events and volunteer efforts on ABI assets are being effectively tracked.
- Promote the Vision, Mission and Core Values of ABI while fostering a collegial work environment.
- Other duties as needed or requested.

Competencies:

- Implementing asset management strategies.
- Use of project management software/tools, Asana experience a plus
- Negotiating licenses/leases, with exposure to the film industry, particularly location scouting practices, a plus.
- Managing a large portfolio of assets.
- Independent thinker with a focus on taking thoughtful action and proactively solving problems without constant management oversight.
- Confidence to execute in an environment where risk is an element of every decision.
- Creativity and strategic thinking related to asset utilization.
- Ability to read land surveys and construction documents.
- Transitioning assets from construction phase to operation phase.
- Excellent organizational skills with the ability to prioritize workflow.

- Excellent written and verbal communication, negotiation, 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 Office software.
- Understanding of the impacts of institutional and systemic barriers on marginalized communities and a commitment to integrating equity and inclusion throughout all facets of your work.

Employment Standards

Education: Bachelor’s degree required in Real Estate, Business or related field; Master’s degree preferred.

Experience: Four years of experience in asset/property management required, with experience in commercial land acquisition/development support a plus.

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 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.

To apply please go to <https://atlbeltline.bamboohr.com/careers/35?source=aWQ9NDE%3D>