



Central Atlanta Progress
Atlanta Downtown Improvement District

Project Manager, Planning and Capital Projects

Central Atlanta Progress, Inc. (CAP) is a nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a better center city. It carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. The Atlanta Downtown Improvement District (ADID), founded in 1995 by CAP, is a public-private partnership that strives to create an attractive, safe and livable environment for Downtown.

Since 2003, CAP/ADID has advanced a capital improvements program that has resulted in \$45 million worth of roadway, sidewalk and public space improvements that have enhanced the accessibility and attractiveness of Downtown Atlanta. Building on the successes of previous efforts, project identification and implementation continues. To guide and shepherd this work Central Atlanta Progress is seeking a highly motivated and dedicated person to fill the position of Project Manager, Planning and Capital Projects. The Project Manager will:

- Report to the Vice President, Planning and Economic Development of Central Atlanta Progress.
- Manage all aspects of the day-to-day implementation activities of transportation and public space-related capital projects, including streetscape enhancements, transportation network operations upgrades, and parks and greenspace expansions. These activities relate to concept, design, engineering and construction phases and require substantial interaction with consulting engineers, landscape architects, planners and contractors, as well as government and institutional partners (i.e., City of Atlanta, Georgia Department of Transportation, MARTA and others). Specific immediate, in-progress projects include:
 - Auburn Avenue Historic and Cultural Information Project
 - I-75/85 Atlanta Connector Transformation
 - John Portman Boulevard PATH and Streetscape
 - Folk Art Park Pedestrian Improvements
- Initiate and manage processes and procedures to ensure the cost-effective and timely maintenance of ADID-managed street furniture and landscaping elements either through managed third-party contracts, in-house resources, property owner and stakeholder collaborations or City of Atlanta partnerships. Items to be maintained include, but are not limited to, wayfinding signs, street lights, medians/in-ground tree planters/above ground planter pots, bike racks and newspaper vending devices.
- Identify sources of additional funding and partnership opportunities to advance the implementation of capital project priorities identified within adopted Downtown plans and studies.
- Assist with planning programs and activities related to implementation of the Imagine Downtown vision plan, including the development of small area plans and executing policy recommendations.

- Assist CAP/ADID staff with verbal and visual communication of planning and transportation activities in support of economic development and marketing efforts.
- Work collaboratively with Downtown stakeholders in community involvement processes related to all programs and projects.

Interest, Work Experience and Skills Desired

The successful candidate must be a detail-oriented self-starter and quick learner with exceptional organizational and communication skills. Creativity and strong problem-solving skills are essential. The candidate must possess maturity and be comfortable meeting and establishing relationships with high-level executives, speaking to large audiences, and dealing with the general public. Strong written communication skills are necessary. The candidate must be able to manage multiple and changing priorities. A demonstrated commitment to and passion for working in a complex urban environment is strongly preferred.

The ideal candidate will have demonstrated knowledge of the fundamentals of transportation planning with a particular focus on pedestrian and bicycle concepts, as well as an understanding of the components of successful urban public spaces. Familiarity with basic construction techniques and/or landscape architecture is also desired. Specific experience with implementation of streetscape improvements is highly desirable.

Proficient computer skills in a networked Microsoft Office environment (word processing, spreadsheets, databases, email and internet software) are essential; graphics, web design and HTML experience would be an asset.

A bachelor's degree in city planning, architecture, landscape architecture, urban studies, construction, civil engineering or other related field is required. At least two years of work experience is required.

Salary and Benefits

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer. CAP offers employees a competitive benefits package including health insurance, dental insurance, short-term disability and a 401(k) savings program. A salary of \$40,000 - \$50,000 per year based on experience is anticipated for this position.

To Apply

Interested applicants should e-mail their letter of interest and resume to Erin Ross, Human Resources Manager at eross@atlantadowntown.com.