**Community Foundation for Greater Atlanta**

**Senior Program Officer, Housing Funds**

**POSITION:** Full-time Exempt  
**DEPARTMENT:** Housing and GoATL  
**REPORTS TO:** Managing Director, Housing Funds

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We do this work by providing quality services to donors and innovative leadership to grapple with the region’s most pressing challenges, seizing opportunities to use both. In 2021, the Foundation launched a new strategic plan, TogetherATL, to focus on equitably improving the life outcomes of all residents of metro Atlanta by connecting donors to community. The strategic initiatives of the plan will drive systemic change and advance place-based priorities by growing co-investment in the region.

Housing affordability is a key pillar of strategic plan, how the Foundation can coordinate and align capital around housing policy, programs and production. A key vehicle to support production is GoATL, a $125 million impact investment initiative designed to accelerate and sustain social outcomes in our community by strategically investing capital through fund models focused on affordable housing, economic inclusion and community capacity. The Foundation’s original impact fund, the GoATL Fund, was founded in 2018 and has since invested nearly $13 million to address the region’s most critical needs, including affordable housing. The Community Foundation is also supporting Atlanta Affordable Housing Fund, a $15 million impact fund focused on mobilizing private sector partners and deploying flexible, low-cost capital to accelerate the creation and preservation of affordable housing across metro Atlanta.

Building on the experience of both GoATL and Atlanta Affordable Housing Fund, the team is launching the GoATL Affordable Housing (GAHF) Fund for purposes of scaling investment in affordable housing production and preservation, particularly supporting deeper and/or longer terms of affordability.

Reporting to the Managing Director Housing Funds, the Senior Program Officer, Housing Funds will be a partner in deploying capital, managing the portfolio and overseeing the daily activities of Affordable Housing Funds, as described below. Core areas of responsibility include: assisting with raising capital for the funds (philanthropic & impact investing funds), pipeline/business development, origination, investor communications, assisting in the oversight of daily fund operations, and collaborating with and supporting the Affordable Housing Investment Committee.

**Essential Functions of the Position:**

- Portfolio management of the Affordable Housing Funds, including:
  - Conducting due diligence, supporting underwriting, investment documentation and closings for affordable housing real estate loans.
  - Tracking, monitoring and managing investment pipeline.
  - Monitoring, reporting and evaluation of individual impact investments and consolidated reports.
  - Prepare investment memorandums and supporting documents for the Foundation’s committee meetings and the internal GoATL team.
  - Internal partnerships essential to supporting the management of above items.
• Support and provide leadership to outreach and development of relationships with prospective borrowers, nonprofit partners and community stakeholders to develop and expand the pipeline of the Affordable Housing Fund.
• Manage relationships with investment partners to enhance and expand opportunities for deploying new investments.
• Manage daily operations and processes alongside GoATL’s consultants, to include working with internal and external partners to organize the systems to support reporting, compliance, affordability goals (depth and duration), impact evaluation, and communication of portfolio performance and returns.
• In collaboration with the Managing Director, assist in the management of:
  o Capital raising opportunities with the business community, local and national foundations, corporations, public sector partners and other private and institutional investors.
  o Outreach, education, communications and partnership development with external stakeholders interested in closing the gaps in funding affordable housing development and preservation including engagement with the HouseATL Funders’ Collective.
  o Investment Committee and Advisory Board activities.
• Generally assist the Foundation, the internal GoATL team and the Managing Director as needed to advance the mission of the organization and housing affordability goals.
• Supervise Program Associate(s) by delegating portfolio components, relationship management and supporting their growth and development.
• Thought partnership with the Managing Director, Housing Funds on strategies to deploy the housing funds and ensure work of the team aligns with the broader Community Foundations goals, providing mentorship and leadership to other team members in this work.
• Activate personal and professional networks to identify and capitalize on opportunities to promote the investment, deployment and management efforts of GoATL and affordable housing funds.
• Measure and monitor effectiveness of housing funds including data analysis, drafting reports and presentations, and tracking key performance indicators and impact outcomes.
• Represent Community Foundation at external events to include leading and facilitating speaking engagements and thought leadership in the organization cross-collaboratively.

Qualifications:

• Bachelor’s degree required with preferred completion of study in real estate, business, finance or related field; Masters preferred.
• 7+ years of experience in real estate development or finance, affordable housing, banking, private equity, venture capital or impact investing, preferably to include exposure or experience in business lending or investing, due diligence, affordable housing, as well as structuring, underwriting and closing transactions.
• Experience managing a large fund or portfolio of funds.
• Strong working knowledge of affordability housing terms, challenges and opportunities, and sector more broadly.
• Preferred experience launching, funding or collaborating with nonprofits or public sector partners, particularly in the housing space.
• Experience managing or administering systems and processes related to business transactions, loan closings or completing impact investments, preferably in real estate and/or affordable housing.
• Ability to research, analyze and synthesize impact data, financial performance, industry trends and developments, and organize reports accordingly.
• Demonstrated interest and ability to develop networks and diverse contacts in the community and foster relationships with non-profit and for-profit developers, aligned funders, and sector leaders.
• Demonstrated leadership skills including coaching and/or mentoring others; direct supervisory experience preferred.
• Excellent interpersonal skills and demonstrated ability to collaborate, manage and foster inclusive internal and external relationships.
• Strong proficiency with Microsoft Office (Outlook, Word, Excel, Teams), and the ability to effectively utilize proprietary software, including project management, fund management and CRM systems.
• Strong analytical ability and financial acumen to interpret investment opportunities.
• Must be comfortable operating in ambiguity while building systems in this work.
• Excellent ability to organize and prioritize daily work and multiple requests/assignments – strong project management skills - while managing long-term strategic projects.
• Proficient writing, editing and proofreading skills with the ability to gather and organize information appropriately.
• A high degree of professionalism, confidence and flexibility that exhibit the ability to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds and in an entrepreneurial environment.
• Strong time management, interest in continual learning, comfort in managing up, and adaptable in a fast-paced environment.
• A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s evolving strategy, as well as a genuine respect for diversity, equity and inclusion.

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $95,000-$105,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan that includes:
• Paid time off:
  o Two weeks accrued paid vacation
  o Two weeks accrued paid sick leave
  o Four mental health days
  o Two personal days
  o Two floating holidays
  o Ten holidays
• Benefits:
  o All benefits effective on date of hire – no waiting period
  o 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
  o 100% employer-paid life insurance and AD&D
  o 100% employer-paid short-term disability and long-term disability
  o 100% employer-paid parking downtown Atlanta or monthly MARTA card
  o Affordable plans for legal insurance, critical illness, supplemental life, and more
  o Employee Assistance Program
• Retirement:
• Immediate eligibility for employee contribution to 403b plan
• After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

• Culture and Development:
  o Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  o Two Wellness Rooms for mental health with self-care items
  o Fun monthly employee engagement activities

To Apply:
To submit an application for this position, send your resume via email to hr@cfgreateratlanta.org with the subject line “Senior Program Officer, Housing Funds”. Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.