



## **McPherson Implementing Local Redevelopment Authority**

### **Job Description**

#### **ASSET AND PROPERTY MANAGER**

The McPherson Implementing Local Redevelopment Authority (MILRA) is the agency charged with the redevelopment of 145 acres of the former Fort McPherson located in Southwest Atlanta, Ga. Established in 2009 by the State of Georgia, its mission is to transform the Army post into a vibrant location that empowers the community and catalyzes prosperity through growth and development. MILRA will deliver a walkable, mixed use development connected to two MARTA stations, including a vibrant historic village, mixed use retail development supporting Tyler Perry's planned film studio, office or medical office space, and market rate multifamily developments. This redevelopment will uplift the surrounding community and enrich the quality of life with transformative investment and sustainable growth, while honoring the rich history of the former Army post.

The Asset and Property Manager will be a key part of the MILRA Real Estate Team and will report directly to the Director of Real Estate. The Asset and Property Manager is directly responsible for managing real estate and other assets owned or controlled by MILRA, including management of leases, license agreements, and maintenance agreements related to those assets. Another responsibility is management of MILRA's caretaker contractors, which includes property management, facilities management, utility infrastructure management, and security services. A high level of coordination is required with other MILRA departments such as Program Management, Development, and Finance.

#### **Responsibilities**

- Manage Real Estate and other assets, identifying revenue generating opportunities, tracking asset utilization, and managing risks.
- Develop financial models for determining financial feasibility of acquiring new assets for the purpose of economic development.
- Monitor existing leases for lease expirations and any and all unique provisions.
- Recommend new lease opportunities to generate revenue for MILRA.
- Negotiate initial leases and renewals as requested by the Director of Real Estate.

- Manage all facets of real estate projects to ensure deliverables are met within schedule, budget, and quality goals.
- Oversee type of software and cost. Development of a Microsoft Excel - or SQL database-based asset tracking system that tracks all 1000+ parcels within the Fort Mac planning area/ LCI Study area.
- Develop reporting functions from the asset tracking system, including a “dashboard” showing progress on asset acquisition and utilization.
- Manage MILRA’s Property Management contractor for ongoing monitoring and incident response for landscaping/maintenance of Fort Mac grounds.
- Coordinate with Atlanta Police Department and other police agencies to address public safety on the Fort Mac property.
- Coordinate with other agencies and organizations, including the City of Atlanta, Invest Atlanta, the Georgia Department of Transportation, Georgia Power, Trees Atlanta, the PATH Foundation, and the City of Atlanta’s Department of Parks and Recreation, Department of Watershed Management, and Department of Public Works.
- Maintain reporting records and regularly inspect properties to take any necessary steps to ensure they are maintained at an optimum level.

### **Facilities Management:**

- Create efficient and effective reporting of facilities management tasks for assets at Fort Mac, including maintaining records of quarterly maintenance checklists, daily/weekly/monthly routine maintenance, scheduled work and inspections, incoming mail and email, etc.
- Develop building security procedures and emergency procedures to ensure safety and protection of building occupants and property, and train and follow through with MILRA staff.
- Review and remain up to date on the current conditions of the property including the HVAC system, parking deck, exterior façade, roof condition, etc.
- Coordinate the drafting of business terms for routine contracts or legal agreements with MILRA’s Legal Team.
- Negotiate cost effective service contracts and maintenance services AND other duties as assigned.

### **Education and Experience:**

Bachelor’s Degree in Real Estate, Business, or related field preferred. A minimum of 5 years of experience in Real Estate, Property Management, Asset Management, or related real estate field OR equivalent combination of education and experience that equips the applicant with knowledge, skills and abilities as described above.

Proven experience working with MS Excel. Optional experience working with SQL-based databases or commercial property management software packages.

Excellent project management skills for small scale construction-type projects, including planning and directing the work of vendors/contractors, monitoring their work, and providing direction when necessary.

**Physical Demands:**

Extended periods of standing or sitting; some lifting may be required.

Capable of lifting and/or moving materials and equipment weighing up to 20 pounds.

**Resumes should be submitted to: [fortmaclra.com](http://fortmaclra.com)**

**Fort Mac LRA is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.**