**POSITION TITLE:** Program Coordinator  

**REPORTS TO:** Executive Director, Program Director  

**DEPARTMENT:** North Fulton CID  

**START DATE:** January 6, 2020

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**General Summary:** This is a position for the North Fulton Community Improvement District (CID), a commercial tax assessment district in the North Fulton market in Northern Atlanta. The CID leverages local dollars against outside funding sources in order to plan, design and/or construct infrastructure and services for area investors. Efforts may include road, streetscape, trail, and beautification projects, along with planning efforts to attract and/or facilitate additional public and private investments, including rail transit and other market needs. The CID works closely with government entities, such as the Atlanta Regional Commission, the City of Alpharetta, the City of Roswell, the City of Milton and the Georgia Department of Transportation, to accomplish its endeavors.

The Program Coordinator will be primarily responsible for executing the CID’s expansion program. This effort includes management of the strategy to get property owners to sign their properties into the CID. The Coordinator will be responsible for daily outreach to property owners, via telephone, email and in-person meetings. The Coordinator will utilize the CID Executive Director, staff and Board as needed to assist with outreach. The program also involves maintenance of relationships with current members and identification of future prospective members.

Other duties may be assigned, as needed, including: 1) awareness of local and regional plans and studies affecting the CID in order to further its interests, 2) assist with constituent outreach and meeting scheduling, and 3) assist the production of collateral materials for the expansion program 4) attend events and meetings as a CID representative.

The successful applicant will have knowledge and understanding of the nuances associated with Fulton County, the Cities of Alpharetta, Roswell and Milton, the Atlanta Regional Commission and the Georgia Department of Transportation. Quickly gaining a practical working knowledge of existing conditions that will aid and/or impede the CID’s expansion, current projects and other efforts and formulating solutions is critical.
Essential duties and responsibilities:

- Identify prospective CID members
- Conduct daily outreach to prospective CID members
- Identify decision-makers within prospective member organizations
- Schedule meetings with decision-makers to drive the expansion process
- Assist with the overall expansion process
- Understand the CID’s vision and its long-range plans
- Understand the multi-year planning strategy which advances the CID’s goals and projects
- Assist with data collection as necessary from the Fulton County Tax Commissioner’s office and CoStar, among others.

Educational / Professional experience:

- Bachelor’s degree or higher in urban planning, political science, government or other related field
- Experience in government, program management, real estate or engineering practice

Qualifications:

- Knowledge and expertise with the CID model and our partners in the Atlanta Region.
- Expertise in managing projects, plans and studies
- Highly organized
- Self-starter, results-oriented
- Analytical / problem-solver
- Excellent communicator, professional demeanor
- Computer literacy (word processing, spreadsheets, Power Point, etc.); CoStar or related program a plus
- Commercial real estate expertise

Salary range:

Please include salary requirements. Salary contingent upon expertise. Employment and benefits are offered through the Greater North Fulton Chamber of Commerce.

Contact:

Kristin Winzeler
North Fulton CID
678-397-0570
kwinzeler@northfultoncid.com