

**Title:** Economic Development Manager  
**Department:** Economic Development  
**Reports To:** Director of Economic Development  
**FLSA Status:** Salaried / Exempt  
**Start Date:** July/August 2017

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### **Position Summary**

The Economic Development Manager is a multi-faceted position responsible for the implementation of the Pittsburgh Downtown Partnership's economic development strategies, including research and data analysis, business outreach and assistance, and efforts to enhance the public realm through management and placemaking. The position is focused within three areas of the PDP's strategic goals:

- Make Downtown Pittsburgh safe, clean, efficient, and manageable
- Foster sustainable economic and physical life within the Golden Triangle
- Be a resource for visitors, businesses, developers and residents

The Economic Development Manager is a full-time position reporting to the Director of Economic Development who will work closely with all PDP staff to carry out projects that support the goals and objectives of the organization.

### **Essential Duties and Responsibilities:**

#### ***Business and Merchant Outreach***

- Conduct outreach to local businesses, property managers, and city agencies to address issues and to promote awareness of programs and events.
- Manage and implement the Paris to Pittsburgh Sidewalk Activation and Façade Renovation matching grant program.
- Develop, implement, and manage programs to support recruitment and retention of small businesses.
- Manage and maintain internal database of property, business, and stakeholder contact information.
- Foster relationships and collaborate with public and private real estate sectors to advance interests and catalyze development in Downtown Pittsburgh.

#### ***Research***

- Manage compilation, production, and distribution of recurring research initiatives including State of Downtown Pittsburgh report, quarterly market and investment activity, surveys, and other studies that arise.
- Contribute and author written analysis and narrative to describe trends and findings of research for internal and external stakeholders with varied backgrounds.
- Produce engaging and informative data visualizations including graphs, charts, maps, and other formats.
- Analyze and monitor real estate and development activity for economic impact on community and consistency with Downtown priorities.
- Identify opportunities for additional research to support organizational goals and objectives.

#### ***Public Realm & Placemaking***

- Prioritize, coordinate, and implement targeted public realm improvements within the Business Improvement District and review, research, develop, and monitor streetscape and open space initiatives.
- Counsel property owners and businesses with non-compliance issues, including signage, outdoor dining, use of public right-of-way, and other management needs.
- Monitor public spaces in Downtown, paying close attention to Market Square, to report on the current status and condition of public realm amenities.

Additional duties may arise as determined by the Director of Economic Development and/or President/CEO. Success in this position will require a genuine desire to be part of a dynamic organization always poised and ready for change. Excellent communication with all levels is essential. The PDP is a collaborative team environment and staff members will work evenings and weekends on occasion to support strategic efforts and events of the organization. Working at the PDP provides opportunities to be exposed to exciting events, projects, and developments that make a difference in Pittsburgh.

#### **Desired Characteristics & Requirements**

- Bachelor's degree required; advanced degree in Public Administration, Urban Planning, Real Estate, Economics, or related field a plus
- Showcase an understanding of civic engagement, economic development, urban place management, and the functions and mission of the PDP.
- Expert working knowledge of MS Word, Excel, PowerPoint and familiarity with data management and visualization tools such as Tableau, GIS, CRM systems, and others.
- Expert knowledge of public/private federal, state, and local information sources and resourceful information gathering ability
- Utilize sound project management skills including accuracy, analysis, budgeting, multi-tasking, follow-up and follow-through, attention to detail, and a focus on key deliverables to effectively plan and manage projects and programs of the PDP.
- Demonstrate effective communication skills through public presentation abilities, public speaking experience, and technology skills to create and deliver engaging communications and presentations to stakeholders.
- Ability to establish strong working relationships with diverse groups of people and a willingness to work within constantly changing priorities in a dynamic workplace with versatility and flexibility.
- Ability to develop creative solutions for a wide variety of activities in a timely and professional manner whether from start to finish or by jumping in mid-process.
- Ability to work under pressure with an aggressive and enthusiastic approach to problem solving, goal achievement, and a commitment to excellence.
- Demonstrated passion for Downtown Pittsburgh and to bettering a place where all are welcome.

#### **Compensation & Benefits**

The PDP offers a competitive salary and a comprehensive benefits package commensurate with experience. The PDP compensation includes health insurance, Flexible Spending Accounts, 401k, life insurance, short and long-term disability, and a Healthy Ride PGH membership.

#### **Inquiries**

Please send resume, cover letter and salary requirements by July 14, 2017 to [resumes@downtownpittsburgh.com](mailto:resumes@downtownpittsburgh.com), subject titled: Economic Development Manager

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