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## CAPITAL PROJECTS MANAGER

### REPORTS TO:

Senior Director of Planning & Policy

### COMPANY BACKGROUND:

Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 square downtown blocks and works to enhance the public space from the White House to Dupont Circle and 16th Street, NW to 21st Street, NW. The BID's vision is for a safe, clean, attractive and user-friendly downtown that confirms Washington as the premier business and entertainment destination in the region and contributes to the perception that downtown Washington is a world-class destination.

In addition to its focus of maintaining an environment that is clean, safe and welcoming, the BID regularly initiates capital improvements to create attractive and unique urban spaces throughout the Golden Triangle neighborhood. The BID has taken the lead on developing and implementing permanent public art projects, converting hardscapes to bio-retention areas, improving parks through design, and transforming the Connecticut Avenue streetscape from K Street to Dupont Circle.

The day-to-day management is overseen by a full-time staff headquartered in the center of the BID. The BID is a non-profit 501(c)(6) corporation that elects a Board of Directors to govern its activities and is currently one of eleven Washington-based Business Improvement Districts.

### SUMMARY:

The Capital Projects Manager will develop and implement a broad range of programs and projects for the continued vitality of the Golden Triangle neighborhood working closely with city and federal officials and other Golden Triangle stakeholders. This includes planning and project management for streetscapes, transportation initiatives, public art, and parks. The incumbent must have a passion for transforming the urban environment and strong skills in planning, project management, budgeting and the ability to work with a wide variety of stakeholders and parties.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Initiates, develops, and implements projects that improve the public realm and enhance the Golden Triangle neighborhood.
- Manages construction, planning and infrastructure projects including stakeholder outreach, procurement, budgeting, permitting, and contract management. Closely tracks schedule adherence and intervenes when appropriate.
- Works closely with city agencies and BID stakeholders on city-led projects and plans that impact the neighborhood, including projects in transportation, environmental sustainability, economic development, and the arts.
- Evaluates proposed changes to local policies and regulations as related to the BID for transportation, public space, and economic development.
- Establishes and fosters partnerships with District Government, Federal Government, WMATA and other organizations as appropriate to support goals in the strategic plan.
- Prepares grant applications for capital and transportation studies and projects.

**QUALIFICATIONS:**

- Significant work experience (minimum 4+ years) in one or more of: urban planning, transportation planning, real estate, and related disciplines.
- Knowledge of the city's plans, projects, and procedures. Understanding the city's budgeting process. Experience working on a city or federal project a plus.
- Proven record in managing complex projects on-time and within budget.
- Experience with working on construction/development projects, low impact development, or public art projects a plus.
- Self-motivated with a strong work ethic.
- Excellent interpersonal skills, including the ability to build solid relationships and support among a broad range of people and positions, listen and provide assistance.

**EDUCATION:**

- Bachelor's or Master's Degree required in one of the following: Urban Planning, Geography, Real Estate, Architecture or a closely related field.