

Associate Director of Economic Development and Innovation

**REPORTS TO:**

Executive Director

**ORGANIZATION BACKGROUND:**

[The Golden Triangle Business Improvement District \(BID\)](#) is a dynamic organization that is looking for talent to complement its existing team. As a key partner in enhancing the neighborhood and public space from the White House to Dupont Circle and 16th Street NW to 21st Street NW, the Golden Triangle BID works to enrich the neighborhood through its Ambassador cleaning program, public space improvements, economic development initiatives, promotions, and outdoor events.

Founded in 1997, the Golden Triangle neighborhood is made up of more than 34 million square feet of commercial office space, nearly 6,000 businesses including 500 restaurants and retailers, 11 hotels, and 6 U.S. National Parks. The vision of the Golden Triangle BID is to maintain a vibrant downtown that encourages reinvestment in the neighborhood, and keeps visitors and stakeholders engaged and returning to enjoy everything the Golden Triangle has to offer.

**SUMMARY:**

The Associate Director for Economic Development and Innovation is responsible for leading the BID's post-COVID economic development program and managing the launch of the Pennsylvania Avenue Innovation District.

Recommend, develop, and implement programs that help redefine DC's central business district. Identify and pursue opportunities for comprehensive short- and long-term changes, including tenant attraction, reimagining ground floor spaces, and repurposing excess office supply.

The Associate Director will manage the development and ongoing activities of the Pennsylvania Avenue Innovation District, an initiative in partnership with DC Government and George Washington University to attract, grow and retain technology companies in the central business district.

The Associate Director will also be tasked with collecting, analyzing, and disseminating macro and micro-level research that aids in the continued economic growth and improvement of the neighborhood.

The candidate must have a passion for transforming the urban environment and strong skills in research and analysis, project management, writing, data management, and partnership building.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Recommend, develop, and implement programs that help redefine DC's central business district following the impact of COVID. Identify and pursue opportunities for comprehensive short- and long-term changes, including tenant attraction, reimagining ground floor spaces, and repurposing excess office supply.
- Manage the development and implementation of the Pennsylvania Avenue Innovation District Action Plan and possible future operations and planning of the innovation district.
- Establish and foster partnerships in tech communities, research and development, academia, D.C. and federal government agencies, commercial real estate brokers and analysts, economic development partners, additional growth sectors, and other organizations as appropriate to support economic development goals for the neighborhood.
- Work with existing and potential tenants and commercial real estate partners to attract, grow and retain businesses in the central business district.
- Research and analyze key demographic and real estate data and trends. Produce regular reports on findings. Provide information for BID marketing materials, grant applications, and other reports or communications.
- Track development and renovation projects, real estate sales, BID additions, and other business activity in the BID and surrounding areas; verify real estate records for biannual special assessment billing.
- Manage budgets, schedules, and the work of consultants, vendors, and interns.
- Lead community engagement efforts and represent the BID and the Pennsylvania Avenue Innovation District at public meetings.

**QUALIFICATIONS:**

- 7-10 years of work experience in one or more of: economic development, real estate, urban planning, public policy, and related disciplines. Experience in the technology sector a plus.
- Strong writing and public presentation skills for a variety of audiences.
- Proven record in research and analysis.
- Knowledge of the city's plans, projects, and policies and understanding the city's budgeting process is helpful.
- Self-motivated with a strong work ethic; able to manage multiple competing priorities at once.
- Excellent entrepreneurial and interpersonal skills, including the ability to build solid relationships and support among a broad range of people and positions.
- A strong mission-driven visionary with a commitment to rebuilding the central business district.
- Must be adept at using Excel and PowerPoint; proficiency in ArcGIS, Salesforce-based CRM, Adobe Illustrator, and/or CoStar desirable.

**EDUCATION:**

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

**APPLY:**

Please send cover letter and resume to [elizabeth@p3hired.com](mailto:elizabeth@p3hired.com). Please note "Golden Triangle BID Economic Development and Innovation" in subject line.