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RESEARCH MANAGER

REPORTS TO:

Senior Director of Planning & Policy

COMPANY 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 33 million square feet of commercial office space, 6,000 businesses, 500 shops and restaurants, 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 Research Manager is responsible for strengthening the BID's role as a resource for macro and micro-level research that aids in the continued economic growth and improvement of the neighborhood. Towards this goal of attracting and growing businesses, the candidate will be tasked with fostering stronger relationships with the commercial real estate and development community as well as retailers and tenants.

The Research Manager also identifies and analyzes best practices of BIDs and other place management organizations in operations, safety, events, and capital projects. The candidate must have a passion for transforming the urban environment and strong skills in research and analysis, project management, writing, data management, GIS mapping, and partnership building.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Research and analyze key demographic and real estate data and trends, updating frequently for use in BID marketing materials, grant applications, and other reports or communications.
- Produce regular reports on research and findings, both for use within the organization and for external audiences.

- 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.
- Establish and foster partnerships with D.C. government agencies, commercial real estate brokers and analysts, economic development partners, and other organizations as appropriate to support economic development goals for the neighborhood.
- Maintain and track data for ongoing BID initiatives, such as event attendance and LEED for Communities certification.
- Expand relationships with real estate contacts by organizing periodic events, attending networking events, and one-on-one outreach, in order to attract and grow businesses.
- Draft and send regular Market Report e-newsletters and expand audience for this list; assist Marketing & Communications staff with sharing stories and social media posts pertaining to economic development and commercial real estate. Develop other communications material as assigned.
- Identify national best practices for programs and operations including capital projects, events, cleaning, homeless services, and nightlife management among BIDs, similar organizations, and relevant municipalities, and develop case studies or summary reports.
- Evaluate proposed changes to local policies and regulations for transportation, public space, economic development, and other BID-related activities.

QUALIFICATIONS:

- 3-7 years of work experience in one or more of: public policy, economic development, real estate, urban planning, and related disciplines.
- Proven record in research and analysis, with thorough knowledge of Excel and GIS.
- Strong writing skills for a variety of audiences.
- Self-motivated with a strong work ethic; able to manage multiple competing priorities at once.
- Excellent interpersonal skills, including the ability to build solid relationships and support among a broad range of people and positions.
- Knowledge of the city's plans, projects, and policies and understanding the city's budgeting process is helpful.
- Experience with public policy a plus.

EDUCATION:

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