

# PLANNER

## REPORTS TO:

Director of Planning, Art, and Activation

## 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 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 Golden Triangle BID's next Planner will initiate, develop, and implement a broad range of strategies and projects to increase the vitality of the Golden Triangle neighborhood and to support its post-COVID recovery. The Planner is part of a team creating dynamic public space projects to foster a vibrant and lively sense of place. These projects include public space activations, sustainable design, transportation initiatives, streetscape design, public artworks, and park projects. The incumbent will also manage public space projects that include research, coordination with public and private stakeholders, budgeting, and contract management. The Planner will analyze key data points, conduct and support research efforts, and work in alignment with city and regional planning strategies. The candidate must have a love of cities, an appetite for fast-paced, hands-on projects, and a passion for transforming the urban environment.

## PRIMARY DUTIES AND RESPONSIBILITIES:

- Initiates, develops, and implements projects that improve the public realm, create place, and enhance the Golden Triangle neighborhood.
- Manages infrastructure and design projects including stakeholder outreach, budgeting, permitting, contract management, and construction oversight.
- Works with the city on transportation projects and engages BID stakeholders in transportation planning efforts.
- Evaluates proposed changes to local policies and regulations as related to the BID for transportation, public space, sustainable design/green infrastructure, and economic development.
- Establishes and fosters partnerships with District Government and other organizations as appropriate to support goals in the strategic plan.
- Collaborates with the Golden Triangle team to develop programs and strategies that support the economic recovery and vitality of the CBD as it rebuilds from the impacts of the pandemic.
- Assists in the development and implementation of special projects and initiatives in alignment with the BID's strategic plan.
- Supports related research efforts; analyzes demographic data; makes conclusions and recommendations; identifies paths for implementation.

## **QUALIFICATIONS:**

- Bachelor's or Master's Degree required in one of the following: Urban Planning, Geography, Architecture, Design, or a closely related field.
- Significant work experience (minimum 6-8 years) in one or more of: urban planning, transportation planning, construction management, green infrastructure and sustainable design, and related disciplines.
- Proven record in managing complex projects on-time and within budget.
- Self-motivated with a strong work ethic.
- Knowledge of the District's plans, projects, policies, and budgeting process.
- Proficiency with Excel, GIS, and PowerPoint, experience with Costar, CRMs, and the like is a plus.
- Ability to balance strategic thinking and planning with day-to-day objectives and deadlines.
- Capacity to juggle multiple projects and priorities in a fast-paced environment.
- Excellent interpersonal skills, including the ability to build solid relationships and support among a broad range of people and positions, listen and provide assistance.

## **Work Expectations:**

Post-COVID, this position is based out of the BID's office on a daily basis during standard work hours. Occasional outdoor work in support of events and special projects may be required. As a member focused position, in-person presence is essential.

The BID's office is a fully vaccinated workplace.

**Apply:** Send cover letter and resume to [elizabeth@p3hired.com](mailto:elizabeth@p3hired.com). Please note "Planner" in subject line.

*Golden Triangle Business Improvement District provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.*