

ASSOCIATE DIRECTOR, PLANNING

REPORTS TO:

Director of Planning, Art, and Activation

COMPANY BACKGROUND:

[The Golden Triangle Business Improvement District \(BID\)](#) is a dynamic organization seeking top 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 Black Lives Matter Plaza to 21st Street NW, the Golden Triangle BID works to enrich the neighborhood through its 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 National Park Reservations. The Golden Triangle BID stewards and shapes a vibrant downtown, encourages reinvestment in the neighborhood, and engages visitors and stakeholders to enjoy everything the Golden Triangle has to offer.

SUMMARY:

The Golden Triangle BID's Associate Director of Planning will help drive the vision and implementation of a broad range of strategies and projects that will re-imagine a core area in our nation's capital. This new position will play a critical role to increase the vitality of the Golden Triangle neighborhood while transforming the central business district in the wake of COVID. The Golden Triangle BID seeks an experienced, motivated, and energetic innovator who will help devise creative urban planning and public space projects to foster a vibrant, sustainable, and inclusive sense of place.

Projects include public space activations, sustainable design, transportation initiatives, streetscape design, public artworks, capital improvements, and park projects. The incumbent will lead new public space projects, collaborate across a diverse group of public and private stakeholders, and manage key project budgets, proposals, grants, and contracts. The Associate Director will cultivate new projects, foster existing initiatives, and work in alignment with city and regional planning strategies. The candidate must have a love of cities, an appetite for fast-paced and hands-on projects, and a passion for transforming the urban environment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide key support for the creation and execution of the Action Agenda, an implementation plan that will reinvigorate the heart of DC in the wake of COVID.
- Initiate, develop, and implement projects that improve the public realm, create place, and enhance the Golden Triangle neighborhood.
- Manage infrastructure, transportation and design projects including stakeholder outreach, budgeting, permitting, contract management, and construction oversight.
- Lead the BID and neighborhood efforts on sustainable design projects and programs and green infrastructure.
- Evaluate proposed changes to local policies and regulations as related to the BID for transportation, public space, sustainable design/green infrastructure, and economic development.
- Establish and foster partnerships with District Government and other organizations as appropriate to support goals in the Strategic Plan, Action Agenda, and other core organizational documents.
- Collaborate with the Golden Triangle team to develop programs, identify strategies, and locate funding to support the economic recovery and vitality of the neighborhood as it reinvents itself.
- Assist in the development and implementation of special projects and initiatives in alignment with the BID's strategic plan.
- Support and analyze research efforts; make related recommendations and paths for implementation.
- Perform other job duties, as assigned, as part of a small, responsive, and fast-paced team.

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 (7+ years) in one or more of: urban planning, transportation planning, construction management, green infrastructure and sustainable design, and related disciplines.
- Proven record in implementing complex projects on-time and within budget.
- Seasoned professional who is self-motivated with a strong work ethic.
- Preference for a candidate with experience and knowledge of green infrastructure and sustainable design principles and practices.
- 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 meeting day-to-day objectives and deadlines.
- Capacity to juggle and implement multiple projects and priorities in a fast-paced environment.
- Excellent interpersonal skills, including a commitment to public service, the ability to build solid relationships and support among a broad range of people and positions, and a willingness to listen and provide assistance.

Apply: Send a cover letter and resume to careers@p3hired.com. Please note "Associate Director, Planning" 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.