



**Position: Manager, Research**  
**Department: Economic Development**  
**Reports to: Senior Vice President, Economic Development**

### *About Us*

Cities are built by people. The creators of industry, makers of place. Visionaries—for what's next.

At the Downtown Denver Partnership, we are building with vision.

We believe the horizon of a great city is always growing, always improving. We believe our city is only as strong as the center. And we know that a thriving, strategic evolution only happens when every voice steps up to the mic. When access allows for unbridled opportunity.

To make the most of this opportunity, to make meaningful impact, we must plan with purpose. With a bias for action, we invest for tomorrow, execute for today. Creating an impactful culture and business community that will support each and every citizen, giving us all a seat at the table.

Building our center city, making our place.

### *About the Position*

The Manager, Research is responsible for managing the development of the Partnership's Downtown Denver research, including trend information, economic development and transportation data, database management, mapping, and dissemination of information to staff and stakeholders.

This leader will collaborate with the integrated economic development team, which supports the entire organization in achieving the ambitious goal of creating an economically resilient center city.

All Partnership Team Members share a responsibility for recognizing, creating and implementing plans to promote diversity and inclusion within their and the organization's respective programs and initiatives. Where applicable, this includes involving external stakeholders to coordinate and promote the Partnership's commitment to diversity and inclusion. The Downtown Denver Partnership views Diversity and Inclusion as a moral and economic imperative for building a great city.

## *About the Job*

The position leads and manages the collection of data and information and its analysis to provide interpretation and synthesis of Downtown Denver information to support the Downtown Denver Partnership's place-based economic development initiatives.

Interprets data collected, provides analysis and develops user-friendly formats for distribution of the materials.

Develops reports such as the State of Downtown Denver, Quarterly Economic Updates, the Downtown Denver Commuter Survey, and other timely, originally authored, reports.

Convenes groups of Downtown Denver Partnership members at regular committee and council meetings. Sets the workplan and agenda for committee and council meetings. Works to expand participation from key members as part of councils and committees.

Develops and maintains relationships with key stakeholders and prospects to help attract new, high quality jobs, retailers, and housing options to the center city. Advocates for policies and plans and implements key initiatives that support the recruitment and retention of investment in the center city.

Maintains and analyzes Downtown Denver information from a variety of internal and external databases and information sources, including, but not limited to, Claritas, Co-Star, Census data, development database, and pedestrian counts.

Prepares and delivers presentations to various local interest groups, speaks with media when appropriate, and advances the membership development interests of the organization.

Coordinates with the Marketing & Communications department to communicate Downtown information to staff, members, brokers, developers, investors and property owners via phone, email, website, e-newsletters, and other outlets.

Supports Member Experience by providing content for, or planning and executing, Downtown Denver Partnership member events.

Acts as primary point of contact for the majority of external requests for information about Downtown Denver.

## *About You*

To be successful in this position, you must be a strategic and creative communicator and team leader with a keen sense of Partnership programs and how best to support our goal of creating an economically vibrant center city. You must have the capacity to work with diverse stakeholder groups including employers, developers, brokers, retailers, public agencies, and government officials. You should possess a deep commitment to instilling practices and a culture that reflects The Downtown Denver Partnership.

- 3-5 years of relevant, progressively responsible research experience, preferably in the area of Economic Development.
- 3-5 years of experience collecting, analyzing and communicating data, and working with software such as Illustrator and InDesign is required. Experience working with GIS is preferred.
- Excellent project management, including proactive and independent development of work plans, timelines, and budgets.
- Ability to initiate and manage relationships with internal and external partners.
- Strong analytical skills and content creation experience is required.
- Orientation as a team player and leader with strong management skills.
- A metrics-driven, entrepreneurial mindset that informs strategy and work.
- Commitment to city building.
- Ability to easily network and establish rapport and connections with individuals and groups.
- Flexibility and a sense of humor.
- Bachelor's Degree in business, economics, marketing, urban planning or an equivalent combination of education, training, and expertise.
- Proficiency in Sales Force and Microsoft Office Suite.
- Flexibility to work varied hours for events and to meet deadlines.

Compensation: \$55,000 – \$75,000 annually