



Position: Manager, Urban Planning and Design

Department: Economic Development

Reports to: Director, 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.

Whether we are talking about urban placemaking or economic development, our organization focuses on fostering 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 Urban Planning Manager will be primarily responsible for managing specific urban planning projects within or impacting Downtown Denver, staffing the majority of the planning efforts, developing policy guidance, and coordinating planning recommendations with Downtown Denver Partnership staff and Boards. The role will also support the Director, Economic Development who is responsible for overall planning and transportation management and development of planning policy. This position is expected to be an authority on the 2007 Downtown Area Plan and will work on the strategic implementation of the Plan and other completed plans affecting downtown.

Near-term priorities for this role

Several planning and design projects are a key priority for Partnership in the coming years. The Urban Planning Manager will have a strong leadership role in each of them:

16th Street Mall - The Urban Planning Manager will: Develop a deep understanding of the project to reconstruct the 16th Street Mall, Downtown Denver's most important public place; work with city staff to develop an implementation plan for the Mall Playbook which focuses on urban design and programming; work with Partnership staff and contractors to develop and implement communication and activation strategies during construction phasing.

5280 Trail - Following years of community involvement and planning, the 5280 Trail is entering into the first phase of implementation. The Urban Planning Manager will: lead neighborhood taskforce and consultant work to implement Trailblazing efforts that include art and programming on the 5280 Trail route; exist as the primary point of contact for the city-led 21st Street design and construction project – the first segment of the 5280 Trail to be

designed and constructed; work with Partnership staff and stakeholder groups to develop an implementation plan and strategy for funding neighborhood stabilization plans, maintenance agreements, and an estimated \$140MM of design and construction projects.

Upper Downtown Plan - In 2019 the Partnership published a plan for reinvigorating investment in the region's most dense commercial and employment center. Multiple implementation actions of that plan are underway in the area. The Urban Planning Manager will oversee plan action items and facilitate the Upper Downtown Plan Steering Committee made up of top business and civic leaders and property owners in the area.

Ongoing Responsibilities

- Actively works to bring an inclusive and representative voice to all activities and plans related to the center city – has measured success toward this goal.
- Develops and maintain working relationships with the City and County of Denver's various departments to implement plans and projects that achieve the vision of the Partnership's place-based initiatives. This includes Community Planning and Development, Parks and Recreation, Transportation and Infrastructure, as well as the city's executive and council offices.
- Coordinate Partnership staff participation for all Downtown Denver planning activities, including communications with internal and external stakeholders, and making policy and planning recommendations; maintains a high level of engagement and professionalism in both internal and external communications.
- Administer and advise on planning activities and tasks pertaining to the Downtown Denver Business Improvement District (BID) including mapping, permitting, and data collection. Reports on these activities to the BID Manager and Board of Directors as needed.
- Supervise the administration of the Urban Forest Initiative activities and grants, working toward an objective to add 500 new trees and a healthy tree growth environment to Downtown in the next several years.
- Act as a content lead and program facilitator on the Partnership's Urban Exploration trip, a best-practices study trip focused on the implementation of the Downtown Area Plan, occurring annually each June.
- Manage Partnership/BID review process of streetscape and public realm for new development within the BID as requested by City and County of Denver Development Services.
- Facilitates and administers the Partnership's Public Realm Council.
- Perform other duties and responsibilities as assigned including budget development, special organization-wide projects and events support.
- Uses quality assurance and quality control techniques to deliver high-quality and accurate work products.
- Provides staff support at the Partnership's annual meeting, awards dinner, and other Partnership programs as appropriate.

Position Requirements:

To be successful in this position, you must have a passion for center cities, urban planning and the public realm. A planning background with a focus on strategic implementation and ability to manifest planning concepts in the urban environment, such as tactical urbanism, is preferred. This position requires especially strong organizational skills, the ability to communicate planning and design concepts graphically, and excellent oral and written communication skills. An ability to work well with diverse groups of people including business leaders, property owners, developers, public agencies, consultants, and business and neighborhood association representatives is necessary. You should possess a deep commitment to instilling practices and a culture that reflects The Downtown Denver Partnership.

- Passion for– and commitment to– City Building.
- Minimum of 2 years of professional experience, ideally involving urban planning, transportation, urban place management, economic development, urban/municipal policy, and/or public administration.
- Master’s degree in urban planning and design, economic development, transportation planning and design, public administration, or a related field preferred. Relevant work experience can be substituted for educational requirements.
- Familiarity and passion for understanding urban trends, particularly those pertinent to Downtown Denver.
- Proven problem analysis, resolution and analytical skills; proven organizational skills, ability to manage multiple responsibilities.
- Strong attention to detail; must be able to work accurately with numbers and to pay close attention to and manage budgets.
- Strong verbal and written communication skills, and ability to check deliverables for quality and correctness.
- Effective interpersonal skills, capable of communicating in a professional and positive manner and be intentionally inclusive in conversations.
- Ability to work well under pressure, respond quickly to changes and meet deadlines.
- Ability to work independently on assigned tasks while supporting a collaborative work approach as part of a project team.
- Some flexibility and willingness to work irregular hours.
- A sense of humor and collaborative orientation.
- Working knowledge in areas of sales and customer relationship building.
- Proficiency in Microsoft Office (Word, Excel, Powerpoint). Experience in Salesforce desired.