

Downtown Fort Worth, Inc.

Position: Director of Research

Department: Public Improvement Districts (#1 & #14), Economic Development, and TIF #3

Reports to: President

Summary:

Downtown Fort Worth, Inc. (DFWI) is dedicated to being the catalyst for transforming Downtown into a vibrant place to live, visit, enjoy, and conduct business through aggressive leadership of programs, projects, and partnerships. The Director of Research will lead the in-house research effort to provide the most up-to-date information about Downtown Fort Worth. Research to include, but is not limited to, office, retail, development, residential, and other economic and demographic segments. DFWI is seeking a highly motivated, self-starting, curious, creative, and detail oriented professional with experience in data collection, data analysis, data management, organization and presentation skills to support the organization's initiatives. Knowledge of real estate fundamentals preferred.

Responsibilities:

- Track housing, retail, office, education, parking, transportation, and development activities
- Manage and develop multiple in-house databases
- Collect data from various sources to inform development efforts
- Track local and national trends in support of business recruitment and retention efforts
- Stay current on software trends, tools, etc. to apply the most current techniques in research collection, analysis, and reporting
- Produce reports on data collected from various in-house surveys and external sources; collect and analyze data and produce, in conjunction with other staff, an annual State of Downtown Fort Worth publication, monthly and quarterly reports
- Obtain data from other organizations and research professionals as needed; tailor data from secondary sources to support DFWI's initiatives
- Stay current on issues and trends affecting Public Improvement Districts, other center cities, and other downtown organizations
- Manage special projects & initiatives including but not limited to:
 1. Revenue Tracking: Develop a profile of government revenues generated in Downtown
 2. Assist in office, retail, residential, and hospitality recruitment efforts
 3. Create DFWI information databases
 4. Maintain and build a link between geography and data in GIS
- Fulfill internal and external special requests for information / short-term analysis developed from in-house and outside data
- Identify opportunities or need for new analysis within DFWI mission and help produce periodic specialized reports
- Interpret data and participate in policy discussion/creation
- Present data to community groups, DFWI committees, including the Board of Directors and Executive Committee

Supervisory Responsibilities:

- Manage research interns and internal staff assigned to periodic research projects
- Manage research consultants on an as-needed basis

Requirements:

- BA/BS or higher degree.
- Ability to research and analyze data and write reports
- Familiarity with survey techniques and statistical sampling
- Expertise in statistical modeling and analysis
- SPSS or equivalent statistical software skills
- Excellent verbal, written, and presentation skills
- Understanding of commercial and residential real estate markets
- Ability to create and manage in-house DFWI databases and design database-based analyses
- Familiarity with real estate, demographic, census and other data sources and general internet-based research
- GIS proficiency
- Microsoft Office proficiency
- Strong analytical skills
- Detail-oriented
- Self-motivated
- Ability to multitask
- Ability to perform the job independently

Please send cover letter, salary requirements, and resume to Barbara Sprabary

Barbara@dfwi.org by December 31, 2021.