



**INSPIRED LEADERS  
SHAPING CITIES**

INTERNATIONAL DOWNTOWN ASSOCIATION  
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WASHINGTON, DC 20005  
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JOB TITLE: Research Manager  
LOCATION: Washington, D.C.  
REPORTS TO: Director of Research  
PREPARED BY: Cathy Lin  
APPROVED BY: David Downey  
POSITION STATUS: Full-time Exempt  
DATE OF REVISION: 12/27/21

The IDA is the association for professional place management leaders, and empowers place management leaders with knowledge, research and public policies for creating prosperous city centers, commercial neighborhoods and livable urban places for all.

IDA 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.

#### BASIC FUNCTION SUMMARY:

The Research Manager works directly with the Director of Research on wide-ranging downtown and urban district research and strategic initiatives. Primary projects will include producing data-driven narratives as part of IDA's signature research on the Value of U.S. Downtowns and Center Cities and the IDA Vitality Index, based on synthesis and analysis of diverse datasets. The Research Manager will also collaborate on the development of a new industry benchmarking database. Throughout this work, the Research Manager will have the opportunity to lead their own initiatives, develop working relationships directly with IDA urban place management organization members across the U.S., Canada, and internationally, and work with leading urban thinkers and industry practitioners. The Research Manager will attend conferences and have the chance to give presentations to IDA members and other high-profile stakeholders including those in government and corporate organizations. The Research Manager will be part a dynamic team and will be expected to demonstrate adaptability in a fast-paced work environment and contribute towards shaping a uniquely focused research center on the future of downtowns and dense urban districts.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage and update IDA's Value of Downtowns metric database through primary and secondary data collection
- Manage project work with IDA member organizations for the Value of Downtowns and produce reports with strong narratives and visual representations of complex datasets
- Support development and launch of an industry benchmarking database

- Analyze and synthesize data, including data visualization and GIS mapping to illustrate key trends on downtown and urban districts
- Stay current on issues and trends affecting urban place management organizations, downtowns and dense urban districts, and cities
- Respond to internal and member research requests
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES : Seasonal intern support management

#### INTERNAL RELATIONSHIPS:

Must be able to work with all staff as necessary, in a highly interdependent environment.

#### EXTERNAL RELATIONSHIPS:

IDA Research Committee; IDA members; contractors and service providers.

#### QUALIFICATIONS:

- Substantive knowledge of and interest in urban planning, community and economic development, urban design, and real estate, including knowledge of US Census, LEHD On the Map, ESRI, and other traditional urban data sets
- Strong writing, editing, communications, and interpersonal skills, including ability to convey complex concepts to practitioner, stakeholder and public audiences
- Strong mapping and GIS skills
- Data visualization skills and experience working with Tableau preferred
- Analytical orientation and excellent organizational and project management capability
- Flexible, adaptive, resourceful, and capable problem-solver
- Self-motivated and enjoy working in a dynamic, flexible, fast-paced environment

#### EDUCATION:

Bachelor's degree with 2-3 year of work experience or Master's with 1 year of work experience in urban planning, real estate, economics, statistics, data science or a related field. Exposure to research methods, statistics and analysis is a must.

WORK LOCATION: IDA's office is located in downtown Washington, DC. We offer a hybrid work model with flexibility for work-from-home.

#### SALARY:

Range \$55-65K. Full benefits, including group health insurance (with vision, dental), a transportation allowance, paid PTO and a 401k plan are offered.

#### APPLY:

To apply, please submit a resume and cover letter to [cathy@downtown.org](mailto:cathy@downtown.org) by January 31, 2022. The cover letter should include how your past experience, both professionally and personally, makes you qualified for this position.