



**Position Title:** Senior Associate, Planning and Economic Development

**Organization:** NoMa Business Improvement District

**Supervisor:** Director of Planning and Economic Development

**Salary Range:** \$60,000-\$68,000

Interested candidates please send resume to [careers@nomabid.org](mailto:careers@nomabid.org) by **January 14, 2022 at 11:59 PM EST**. We look forward to hearing from you!

---

### **About the NoMa Business Improvement District**

The NoMa Business Improvement District (NoMa BID) is a 501(c)(6) nonprofit organization whose mission is to create a clean, safe, and welcoming environment for residents, workers, and visitors and to promote the ongoing growth and development of NoMa.

The NoMa BID encompasses 35 blocks just north of Union Station in Washington, DC. Once an industrial area, NoMa is among the fastest-growing neighborhoods in the District and comprises more than 18 million square feet of new development. In addition, as of 2019, more than 4,500 new residential units have been built, with another 3,600 under construction. In total, over 39 million square feet of mixed-use development are planned within the NoMa BID. Significantly, there are also more than 40,000 residents in established communities in and around NoMa — including 12,000-plus within the BID’s boundaries — who use the services and amenities in the commercial core of NoMa. The neighborhood is supported by unparalleled public transportation access, with two Red Line Metro stations plus VRE, MARC, and Amtrak connections at Union Station, and is a globally recognized example of successful transit-oriented development. The neighborhood Walkscore is 96, and NoMa is served by the Metropolitan Branch Trail and 10 Capital Bikeshare stations. More information is available on the NoMa BID website at [nomabid.org](http://nomabid.org), and the Parks Foundation website at [nomaparks.org](http://nomaparks.org).

### **Position Description**

The Senior Associate for Planning & Economic Development plays a critical role in supporting the planning and economic development department of the NoMa BID and reports to the Director of Planning and Economic Development. The Senior Associate is responsible for data management, real estate development tracking, neighborhood demographic research, statistical analysis, project management, quarterly reporting, and mapping and will assist in the creation of certain marketing materials related to NoMa’s place-based economic development strategy. The Senior Associate also supports the Director of Planning and Economic Development in building relationships with the BID’s Members, prospective tenants, real estate brokers, city and federal agencies, elected officials, and various local and regional development, planning and transportation advocacy groups.



## Responsibilities

- Tracking and managing data related to current and future real estate development in the NoMa BID area, including project entitlement and permitting, building sales, development activity, leasing activity, rents, available spaces, and building occupancy. The Senior Associate will use this information to support various tenant recruitment efforts for office and retail sectors, assist with the biannual NoMa BID tax assessment, and develop a variety of marketing materials, including the NoMa Development Map.
- Researching and providing insights into the District of Columbia Metro area and NoMa BID real estate market, economy and demographic trends and occasionally perform economic modeling of the impact of development, tax abatements, special assessments or other neighborhood initiatives.
- Using databases and knowledge of the neighborhood to quickly provide key information and summary statistics about NoMa to NoMa BID staff and those interested in the neighborhood.
- Supporting the NoMa BID finance team in execution of the biannual NoMa BID tax assessment, the funding source for the BID. The Senior Associate is responsible for maintaining accurate, current building ownership data and interacting with the DC Office of Tax and Revenue to assure the integrity of the biannual tax assessment process.
- Supporting other BID departments with projects related to public space activation.
- Completing and maintaining neighborhood demographic research.
- Producing quarterly market reports addressing commercial property sales, development and leasing activity, asking and effective rents, and trend analysis.
- Leading the NoMa BID's annual neighborhood-wide survey to gather data on demographics, travel behavior, perceptions and retail-preferences of NoMa residents, workers, and visitors.
- Producing informative and easy-to-read data visualizations. Assisting with the development of other maps, marketing, and reporting materials, as needed.
- Using data on property owners and tenants to lead the annual voting process.
- Assisting with other duties as assigned by the Director of Planning and Economic Development.
- Assisting the Director of Planning and Economic Development in communicating project information, research, and other pertinent information to NoMa business owners, residents and stakeholders.



### **Experience/Qualifications**

- Undergraduate degree required (graduate degree a plus) in economics, business administration, commercial real estate, urban planning, public administration, public policy or other related discipline.
- A minimum of 2 years professional experience in economic development, planning, real estate development, or related field.
- Experience with Microsoft Office tools required. Competency in CoStar, InDesign, Illustrator, GIS, Salesforce, and Tableau and placer.ai is a plus.

The ideal candidate will possess the following skills and qualities:

- Statistical analysis and/or understanding of economic modeling
- Strengths in urban planning, economic development, and real estate development
- Strong and willing collaborator
- Great attention to detail
- Strong project management skills
- Ability to effectively manage and prioritize multiple tasks in fast-paced environment
- Positive attitude; problem-solver
- Ability to take initiative, set and meet independent goals, and to work as part of a team
- Effective communication skills
- Knowledge of NoMa and DC a plus