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Project Manager, Research & Impact

Background

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and the government since 1941 to help build a more vibrant city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds major programs in transportation, capital improvements, public safety, cleanliness, and marketing. For more information, visit www.atlantadowntown.com.

CAP is seeking a dynamic individual to support the organization's mission as the authority on Downtown Atlanta through research and analysis that contributes to planning, placemaking, transportation, social impact, and economic development. The Project Manager, Research and Impact, will provide ongoing project support through rigorous economic, geographic, and market data collection and analysis, creating publications and reports, and impact measurement of CAP initiatives as a key resource for CAP/ADID, its partners, and stakeholders.

Position Description

Reporting to the Director of Economic Development, this role will either oversee or perform the following:

- **Data Collection, Management, and Analysis:** Collect, manage, and analyze a range of economic, demographic, and geographic data. Examples of data needs include demographic and market-related insights, pedestrian counts, retail and housing inventory, crime data, travel data, and transportation infrastructure inventory.
- **Data Visualization:** This position will assist with identifying and utilizing various data visualization tools that can assist CAP/ADID in telling the Downtown story. These tools may include ArcGIS, Policy Map, and Tableau but are not limited to.
- **Spatial Analysis and Mapping:** Create, maintain, and enhance comprehensive geographic information system (GIS) data sets, according to evolving needs and resources. Includes research, data creation, compilation, digitization, editing, calculation, editing of attributes, and merging data from different sources. Manages appropriate contracts for data sources and consultants. Documents data sets, applications, and procedures. Provide GIS analysis and map production for various departments within CAP/ADID.
- **Data-Driven Storytelling:** The identification and development of additional data "stories" that make a case for the value and vibrancy of Downtown Atlanta; Work in partnership with various departments within CAP/ADID to assist in data-driven solutions – including but not limited to collateral, research reports, and maps - that are compelling, responsive, and capture the impact of CAP-led initiatives.
- **Best Practice & Case Study Research:** Identify best practice policies and programs in economic development, transportation, planning, and placemaking from throughout North America to inform future strategic planning of the organization. Develop and maintain market knowledge through regular reading of industry trade journals, economic forecasts, and news-related periodicals.

Desired Qualifications

- A love for and interest in building a more vibrant and stronger Downtown Atlanta.
- Passionate about data-driven storytelling. Demonstrated experience distilling large and complex data sets into a narrative format for a broad range of stakeholders.
- A Bachelor's degree in Geography, Urban Planning, Statistics, and/or Public Administration, or another related field with 3-5 years experience directly related to the duties and responsibilities specified. An equivalent combination of education and work experience is acceptable.
- Proficiency in Geographic Information Systems (GIS) and databases is required. Knowledge of statistical packages for analyzing datasets is preferred (Access, Python, R, Stata, etc.);
- Experience using Salesforce for data collection, reporting, and customer relationship management.
- Familiarity with both public data access systems as well as paid data subscriptions, including Census data, American FactFinder, BLS Databases, PolicyMap, ESRI, EMSI, and others.
- Creativity and the ability to thrive and work effectively independently and as a part of a team.
- Exceptional level of detail orientation, the ability to prioritize and organize multiple projects, meet deadlines, problem-solve, and multi-task.
- Strong written and verbal communication skills. Ability to think critically and synthesize large amounts of information.
- Strong ability to learn and understand new software.
- Proven project management capabilities and leadership skills. Experience working across cross-functional teams is highly desired.

Compensation

Employment, including benefits, is provided through Central Atlanta Progress, Inc. CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin. CAP offers employees a competitive benefits package including health insurance, dental insurance, short-term disability, and a 401(k) savings program. The salary range for this role is between \$55,000- \$60,000 annually, commensurate with experience.

Applicant Instructions and for Further Information

Interested applicants should e-mail a letter of interest and their resume to Sid Jackson, sjackson@atlantadowntown.com Only those applicants deemed qualified will be contacted. No phone calls, please.