



Research and Economic Development Manager

Background

The Hollywood Partnership (HP) is a private, not-for-profit 501(c)(6) organization. The HP's mission is to enhance the appeal, vitality, and well-being of the Hollywood community from the ground up. To achieve this mission, the HP deploys programs, activities, grants, and contracts with the aim of promoting community revitalization efforts, quality of life, streetscape improvements, public safety, tourism, economic development, and advocacy initiatives intended to benefit the Hollywood community. The HP was formed in 1996 and manages the Hollywood Entertainment District (HED), one of the first Business Improvement Districts (BIDs) in the state of California. The District stretches along the world-famous Walk of Fame and spans historic Hollywood Boulevard, from the La Brea Avenue Gateway to the Hollywood 101 Freeway. Many of Hollywood's most famous landmarks are in the HED – the epicenter of the entertainment capital of the world and birthplace of the movie industry.

Job Description

Reporting to the Vice President of Strategic Initiatives, this exempt position manages economic development and research projects, programs and initiatives, including a key emphasis on the collection and analysis of market data to enhance the marketing of retail, office, entertainment and residential properties in the district; supports the recruitment of new tenants and provides pre-operational support as necessary to ensure successful occupancy; builds and maintains a research library and database, contributing written and visual content to various reports; and supports the application of data by internal and external stakeholders to drive outcomes aligned to the strategic objectives of the organization.

Essential Tasks and Responsibilities

Research, retrieve and manage data, conduct data analysis, contribute written content and produce visualizations of quantitative and qualitative data in various reports and digital dashboards

Maintain and update databases tracking real estate market conditions and development projects for the multi-family, office, and hotel development sectors

Maintain and update databases for tracking leasing activity for retail, restaurant and office tenant spaces

Apply research and data to support the marketing of office, residential and retail space within the district and other advocacy initiatives intended to improve the neighborhood

Develop, implement and manage programs to support recruitment and retention of retail, restaurant, entertainment and office tenants

Serve as liaison to owners, managers and other representatives of properties and businesses navigating approval and enforcement processes (e.g. permits, licenses, parking restrictions, waste management), resolving issues where appropriate and escalating cases as needed

Counsel properties and businesses with non-compliance issues, including signage, outdoor dining, use of public right of way and other management needs

Monitor in-progress tenancies and identify opportunities to mitigate delays

Monitor construction activity and track estimated milestone and completion dates

Support tracking of key performance indicators for the organization and conduct quantitative and qualitative analyses and evaluations of projects and programs

Support internal and external stakeholders in the application of data to drive decision-making on policies, programs and initiatives to improve the district

Analyze data to support applications for grants and other funding streams and contribute to reporting on outcomes and other fulfillment tasks as necessary

Develop and record methodology statements to ensure consistent treatment of data

Manage surveys, focus groups, in-field data collection and research studies on a variety of topics, including management of consultants or other support resources

Serve as a primary user of subscription-based third-party data tracking platforms and mapping software programs

Complete special projects and other duties as assigned

Position Specifications

Ideal candidates will have completed a Bachelor's degree and at least 2 years of relevant work experience or a Master's degree. Degrees in public administration, public policy, urban planning, real estate, economics, business administration, finance and

other related fields are preferred.

Experience working with MS Excel required and experience with various other data analysis and mapping application preferred.

Excellent written and verbal communication skills are required.

Compensation

Commensurate with experience and qualifications. Anticipated salary of \$75,000 to \$85,000 annually plus excellent benefits package.

Position Environment

Hollywood is a high energy, culturally diverse area and the HP is a fast-paced, deadline-driven environment. The individual will interface with business and property owners, residents, community members, government staff, vendors, and professional service providers. The HP is an equal opportunity employer and is committed to complying with State and Federal laws including fair employment practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

To Apply

To apply for this position, please send a detailed resume and cover letter to Lorin@hollywoodbid.org. Please no phone calls or walk-ins. Position open until filled.