

Title: Director, Economic Development
Department: District Development
Reports To: Vice President of District Development
FLSA Status: Salaried / Exempt
Start Date: Summer 2022

Position Summary

The Director, Economic Development is a multi-faceted position responsible for the implementation of the Pittsburgh Downtown Partnership's economic development strategies, supporting the economic health and vitality of Downtown's commercial and residential real estate. The position will manage and direct research and data analysis, lead recruitment and retention of small businesses, and support commercial real estate activities while fostering relationships with public and private real estate sectors to advance interests and catalyze development in Downtown Pittsburgh.

The Director, Economic Development is within the District Development Department where the team is committed to advancing investments and projects that improve the quality of life in Downtown Pittsburgh. The District Development portfolio includes planning, economic development, mobility, infrastructure, public realm, and placemaking. The Director, Economic Development will also work closely with our Marketing and Communications team to package and promote relevant research.

Essential Duties and Responsibilities:

Business Development and Outreach

- Develop strong relationships with property owners and commercial real estate community to support recruitment efforts and to manage and maintain a database of property, business, and stakeholder contacts.
- Develop, implement, and manage programs to support recruitment and retention of businesses (ground floor and office tenants) to the Golden Triangle.
- Foster relationships and collaborate with public and private real estate sectors to advance interests and catalyze development in Downtown Pittsburgh.

Research and Data Analysis

- Contribute and author written analysis of market data to enhance the marketing of the retail, office, entertainment and residential opportunities in Downtown
- Understand real estate development trends in Downtown, developing content for internal and external stakeholders including the use of data visualization and concise reports to encourage investments
- Oversee compilation, production and distribution of recurring research initiatives including State of Downtown reports, reactivation metrics, quarterly market and investment activity, surveys and other studies that arise including graphs, charts, maps and other formats
- Analyze and monitor real estate and development activity for economic impact on the community, construction activity and consistency with Downtown priorities
- Identify opportunities for additional research to support organizational goals and objectives, develop and record.
- Management of intern(s)/fellow to support data capturing and inputting needs.

Additional duties may arise as determined by the Vice President of District Development and/or President/CEO. Success in this position will require a genuine desire to be part of a dynamic organization that is always poised and ready for change. Excellent communication and coordination skills are essential. The PDP is a collaborative team environment and staff members will be asked to work evenings and weekends on occasion to support strategic efforts and events of the entire organization. Working at the PDP provides opportunities to be exposed to exciting people, events, projects, and developments that make a difference in Downtown Pittsburgh and throughout the region.

The Director reports to the Vice President of District Development in close collaboration with the President and CEO and serves on the District Development team alongside the Senior Director of Urban Design and Senior Mobility Project Manager.

Desired Characteristics & Requirements

- Bachelor's degree required; advanced degree in Business, Public Administration, Urban Planning, Real Estate, Economics, or related field a plus
- Showcase an understanding of civic engagement, economic development, urban place management, and the functions and mission of the PDP.
- Expert working knowledge of MS Word, Excel, PowerPoint and familiarity with data management and familiarity with design and data visualization tools such as Adobe Creative Suite, Infogram, Tableau, GIS, CRM systems, and others.
- Knowledge of public/private federal, state, and local information sources and resourceful information gathering ability, including CoStar
- Utilize sound project management skills including accuracy, analysis, budgeting, multi-tasking, follow-up and follow-through, attention to detail, and a focus on key deliverables to effectively plan and manage projects and programs of the PDP.
- Demonstrate effective communication skills through public presentation abilities, public speaking experience, and technology skills to create and deliver engaging communications and presentations to stakeholders.
- Ability to establish strong working relationships with diverse groups of people and a willingness to work within constantly changing priorities in a dynamic workplace with versatility and flexibility.
- Ability to develop creative solutions for a wide variety of activities in a timely and professional manner whether from start to finish or by jumping in mid-process.
- Ability to work under pressure with an aggressive and enthusiastic approach to problem solving, goal achievement, and a commitment to excellence.
- Passion for Downtown Pittsburgh and to bettering a place where all are welcome.

Compensation & Benefits

\$60,000-65,000. The PDP offers a competitive salary and a comprehensive benefits package commensurate with experience. The PDP compensation includes health insurance, Flexible Spending Accounts, 401k, life insurance, and short and long-term disability

Inquiries

Please send resume, cover letter and salary requirements by June 10, 2022 to resumes@downtownpittsburgh.com, subject titled: Director, Economic Development

The Pittsburgh Downtown Partnership is an Equal Opportunity Employer