

Job Title: Planning & Transportation Manager
Department: Economic Development
Reports to: Vice President of Economic Development & Planning
FLSA Classification: Exempt



DowntownRaleigh
Alliance

JOB DESCRIPTION

Summary

Downtown Raleigh Alliance (DRA) seeks a skilled and motivated planning professional to lead downtown planning and transportation coordination efforts. The Planning & Transportation Manager will collaborate with downtown planning and transportation partners, conduct special studies and analysis, coordinate DRA review and feedback of projects on behalf of downtown, and facilitate direct stakeholder engagement on projects and initiatives that affect downtown.

Responsibilities/Essential Functions:

- Lead DRA advocacy efforts seeking to elevate and enhance downtown public realm infrastructure, parks and greenspace, placemaking, public art, wayfinding, mass transit, mobility, accessibility, and sustainability.
- Liaison with the City of Raleigh and other partner organizations on urban planning and transportation-related studies and efforts such as transit, parks, land use, zoning, and permitting.
- Coordinate DRA engagement, review and feedback on major planning and transportation projects in the downtown area such as coordination and implementation of bus rapid transit (BRT) in downtown.
- Manage distribution of information from partner organizations to downtown stakeholders on relevant planning and transportation projects and facilitate coordination meetings with project managers and downtown stakeholders as needed.
- Lead urban planning initiatives and studies conducted by DRA as well as implementation of relevant planning and transportation recommendations from existing downtown studies.
- Produce maps, maintain spatial datasets, and conduct analysis to support downtown economic development and advocacy efforts, annual State of Downtown report, quarterly downtown market reports, and specialized packages of information for business and development prospects.
- Support collection, aggregation, analysis and presentation of relevant downtown planning & development data and transportation & mobility data- such as rezoning & permit activity, construction activity, civic & transportation project tracking, pedestrian & bicycle activity, transit utilization, and parking occupancy.
- Facilitate the operation and administration of the DRA planning and transportation committee.
- Support the maintenance and improvement of the organizational CRM database, assisting with the development of new database capacity and functionality, identification of downtown stakeholders, and packaging of information through geospatial analysis.

Education/Experience:

- Bachelor's degree required. Graduate degree in urban planning, public administration, architecture, geography, real estate, or related field preferred.
- Minimum of one year of experience performing tasks similar to the planning and transportation coordination activities described above is required. Preferred candidate will have three or more years of comparable experience as described above.

Skills and Capabilities:

- Strong critical thinking and project management skills.
- Possess excellent written and verbal communication skills and be comfortable interacting with diverse groups including small business owners, property owners, developers, real estate brokers, residents and government officials.
- Basic proficiency in map making, geospatial analysis, and/or GIS is required.
- Fundamental understanding of urban design, land-use planning, real estate development and construction processes, local government and public administration, and transportation planning is highly preferred.
- Experience in stakeholder and community engagement is preferred.
- Familiarity with real estate and demographic data sources including the US Census, ESRI Business Analyst, CoStar, Placer.ai, etc. is preferred.
- Working knowledge of database applications is desired, but not required.
- Proficiency in Microsoft Excel and Microsoft Office.
- Must be able to work independently and as part of a team.
- Experience thriving in a high-paced, results-oriented environment.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access various departments of a given location.

Travel required (if applicable):

- Regular local travel (city/county-wide) on a monthly basis for meetings and engagements.
- Occasional regional travel to a conference or tradeshow- not likely more than once per quarter with travel more likely around once per year.

Position Environment:

The Planning & Transportation Manager will work out of the DRA administrative office in a fast-paced, deadline-driven environment. The individual will interface with business and property owners, residents, community members, government staff, and service providers. Due to the nature of the position, it is expected that this individual may be required to work outside of the normal 8:30am to 5:00pm office hours.

DRA currently provides a flexible hybrid work schedule where employees are eligible to work remotely for portions of each week with supervisory approval and with in-office work necessary on a weekly basis for certain duties.

EEO statement:

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the

organizations programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation:

Compensation shall be commensurate with experience. Anticipated hiring range is \$60,000 to \$70,000. The Planning & Transportation Manager is an exempt employee and will qualify for a generous benefits package to include health, dental, and retirement contributions. Vacation and sick time are also included.

Candidate Selection Process:

The candidate interview and selection process may include phone, videocall, and/or in-person formats. For virtual formats, accommodations can be made as needed, dependent on individual candidate circumstances. Interview rounds are expected to occur in August of 2022. Qualified candidates may submit applications up until the close of the application window on Sunday, July 31st at 11:59pm ET. Desired start date is in September 2022.

To Apply:

Please email resume, cover letter, two (2) work samples such as reports or initiatives of which applicant is an author or primary contributor, and a list of three (3) references to willgaskins@downtownraleigh.org