

Retail Development Manager Center City District

Center City District, a Business Improvement District serving downtown Philadelphia, is seeking an ambitious individual with excellent communication skills, oral and written, and strong research, analytical, and problem-solving skills to join our team as our **Retail Development Manager**.

As the Retail Development Manager you will play a key role in the implementation of Center City District's retail retention and attraction strategy, which is focused on sustaining downtown recovery and driving new retail growth and investment downtown. You will gather and integrate quantitative data and market place information to monitor trends in downtown retail – including field and intercept surveys, occupancy data, sales and leasing information, pedestrian counts and disseminate that information in support of property owners, brokers, developers and prospective retailers. You will also support the attraction of a combination of new temporary and long-term, high-quality retailers to Center City.

Requirements:

- Bachelor's with experience in retail brokerage business, Real Estate, Planning, and/or Urban Development a plus;
- At least two years of relevant experience;
- Knowledge of and curiosity about real estate, retail development, urban economic development, and placemaking;
- Clear and cogent oral and written communication and interpersonal skills to represent CCD with retail brokers, property owners, store managers, prospective tenants and other internal and external stakeholders;
- Strong research, analytical, and problem-solving skills;
- Ability to initiate tasks; assume responsibility for them; work with minimal supervision in a high production position; prioritize and reprioritize tasks as needed; and balance multiple tasks concurrently and completely, with responsible follow-through;
- Ability to use data and research to shape narratives and objectives, able to find and adapt best practices from other cities, has a business perspective, great customer service skills, can be entrepreneurial, open to experiment and able to work independently with goals defined by CCD leadership;
- Collaborative, positive, and team-oriented;
- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Familiarity with Salesforce, Costar, and Placer.AI a plus;
- Proof of COVID-19 Vaccination required, reasonable accommodation will be considered.

Benefits:

- Medical, Dental and Vision health benefits
- Paid Time Off & Paid Holidays
- Company Paid Life Insurance
- Company Paid Short Term and Long Term Disability
- Retirement Plan with Company Matching

Perks:

- Transit Check Benefit
- Tuition Reimbursement
- In House Training Program
- Employee Assistance Program

*Salary \$60,000 to \$70,000/year

Qualified candidates may apply at <https://centercityphila.applicantstack.com/x/detail/a24tkhdocwb>

EOE/AA