



1200 First St. NE, Suite 310
Washington, DC 20002
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NOMABID.ORG

Position Title: Public Space Manager

Organization: NoMa Business Improvement District

Department: Public Space Operations

Supervisor: Director of Public Space Operations

Salary Range: \$62,000 - \$67,000

Interested candidates please submit a resume and cover letter via the application form by September 30, 2022 at 11:59 PM EST.

Position Description

The NoMa Business Improvement District (NoMa BID) seeks a Public Space Manager to manage the programs, projects, and stakeholders that impact the public space in the NoMa neighborhood. The rapid growth of NoMa's public spaces and the ambitious agendas of the NoMa BID and NoMa Parks Foundation require a creative and nimble approach to the strategy and implementation of our public space work.

The Manager will be responsible for implementing NoMa BID's public space and public safety strategies and maintaining the BID's awareness of and implementing improvements to a wide variety of public space infrastructure.

The Public Space Manager acts as a liaison between the businesses in the BID, appropriate local/federal government agencies, and other entities that are cooperating to make public infrastructure, public safety, and community improvements.

The position will be largely in-person—including travel to projects within the BID and the District of Columbia—with a limited number of responsibilities performed virtually. This position may require some work on a limited number of evenings and weekends.

The successful candidate will be:

- Someone with a passion for urban place management and public space operations
- Someone capable of implementing strategies to enhance public space, improve public safety, and engage the community
- Someone capable of building and maintaining relationships with a varied population of stakeholders while appropriately representing the BID on public space matters

This position reports to the Director of Public Space Operations.



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Duties & Responsibilities

- Build and maintain relationships with BID businesses, workers, residents, organizations, and stakeholders to facilitate two-way communication and engage proactively on matters related to public space and public safety.
- Work with NoMa property owners and managers BID-wide to create and enact public space and landscaping guidelines, solve issues, share resources, and maintain accountability.
- Recruit, organize and manage public safety stakeholders in NoMa, including businesses, government agencies, law enforcement and more, including running the monthly public safety stakeholders' meeting.
- Monitor DC Metropolitan Police Department (MPD) communications and connect with key law enforcement personnel operating in NoMa for public safety information and share information with NoMa stakeholders as appropriate.
- Work with city staff and stakeholders at DDOT and other agencies (via the #311 system, etc.) to address pedestrian and trail issues in NoMa.
- Regularly inspect NoMa infrastructure, including street furniture, bicycle racks, pumps and fix-it-stations, storm drains, and sidewalks; submit requests for repairs as needed; and follow-up with city agencies to ensure completion.
- Inspect streetlights once a month to identify outages and verify previously submitted repairs.
- Ensure NoMa BID's neighborhood signage, banners, and infrastructure are well maintained.
- Represent the NoMa neighborhood and the NoMa BID at public meetings as necessary related to the above.
- Respond promptly to questions and concerns of BID members, property managers and business owners; manage the publicspace@nomabid.org and publicsafety@nomabid.org email inboxes.
- Maintain collaborative relationships with other Business Improvement Districts' Public Space personnel.
- Other duties and responsibilities as assigned.

Experience & Qualifications

- Combination of education and/or experience below required:
 - EDUCATION in public administration, business administration, urban planning, or related discipline
 - PROFESSIONAL EXPERIENCE in place management, public space management, public space operations, or related field
 - Ideal combinations are:
 - Bachelor's degree in education above AND 1-2 years professional experience above;
 - Associate's degree in education above AND 2-4 years professional experience above;



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- Bachelor's degree in unrelated discipline AND 4-6 years professional experience in above;
 - Any other education AND 6+ years professional experience above
- Public speaking and presentation experience strongly preferred.
- The ideal candidate will possess the following skills/abilities/qualities:
 - The ability to communicate proactively and effectively in speech and/or writing
 - The ability to effectively manage and prioritize multiple tasks in a fast-paced environment
 - A positive attitude with a proactive and collaborative approach to problem solving
 - The ability to take initiative, work independently, and set and meet work goals
 - The ability to build coalitions and partnerships among different constituencies with different priorities
 - Excellent organizational skills
- Demonstrated understanding of the issues and opportunities of a developing urban neighborhood
- Demonstrated familiarity with BIDs, CIDs, and/or other place management entities.
- Demonstrated understanding of public space operations management best practices.
- Knowledge of landscaping, landscape design/architecture, horticulture a plus.
- Knowledge of District of Columbia city agencies, especially DDOT, DPW, MPD, and/or DCRA and DC's #311 and TOPS systems a plus.
- Microsoft Office familiarity/skills required. Familiarity with TrackTik, Salesforce a plus.

Compensation

This position is full-time with a salary between the range of \$62,000 to \$67,000. The generous benefits package includes health insurance (with dental and vision coverage optional), life insurance, AD&D insurance, disability insurance, 401(k) plan with employer match, twelve paid holidays per year, paid vacation and sick leave, and more.

About the NoMa Business Improvement District

The NoMa Business Improvement District (NoMa BID) is a 501(c)(6) nonprofit organization whose mission is to create a clean, safe, and welcoming environment for residents, workers, and visitors and to promote the ongoing growth and development of NoMa. The NoMa Parks Foundation, a 501(c)(3) organization, is an affiliate of the NoMa BID with the mission to establish welcoming, sustainable, beautiful spaces where people can play, refresh, and connect in NoMa. The NoMa BID provides staffing and administrative resources to the Parks Foundation.

The NoMa BID encompasses 35 blocks just north of Union Station in Washington, DC. Once an industrial area, NoMa is among the fastest-growing neighborhoods in the District and comprises more than 18 million square feet of new development. In addition, as of 2019, more than 4,500 new residential units



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have been built, with another 1,900 under construction. In total, over 37 million square feet of mixed-use development are planned within the NoMa BID. Significantly, there are also more than 49,000 residents in established communities in and around NoMa — including 12,000-plus within the BID's boundaries — who use the services and amenities in the commercial core of NoMa. The neighborhood is supported by unparalleled public transportation access, with two Red Line Metro stations plus VRE, MARC, and Amtrak connections at Union Station, and is a globally recognized example of successful transit-oriented development. The neighborhood Walk score is 95, and NoMa is served by the Metropolitan Branch Trail and 10 Capital Bikeshare stations. More information is available on the NoMa BID website at nomabid.org, and the Parks Foundation website at nomaparks.org.
