



Associate
Progressive Urban Management Associates
Denver, CO

Progressive Urban Management Associates (P.U.M.A.) is a Denver-based consulting firm that is a national leader in downtown and community planning. Our core services include downtown strategic plans, Business Improvement District (BID) formations, community vision plans, economic development strategies, and market analyses. We are about to celebrate 30 years helping clients around the country create and sustain thriving places. P.U.M.A. offers a fast-paced, fun, and creative work environment that is collegial, family-friendly, and supportive. (see: www.pumaworldhq.com)

We are seeking a qualified candidate to fill an Associate position that will support our project work nationwide with an emphasis on research and writing, data analysis, packaging information in a variety of formats and assisting with various avenues of community engagement. The Associate position offers the opportunity for professional growth in consulting, project management, and diverse and challenging assignments.

Anticipated responsibilities include:

- Generate research that requires both quantitative and qualitative skills, including “best practice” research that includes web-based, publication, and one-on-one interview sources.
- Conduct market research and analysis, including packaging market data for downtown and community planning efforts, and developing written summaries of market information.
- Develop Excel databases to support various projects, including property characteristics for Business Improvement Districts (BIDs), market information for economic profiles, and organization of data for a variety of purposes.
- Support for community outreach processes, including scheduling virtual and in-person meetings, supporting and conducting one-on-one and small group interviews and discussions, recording and compiling notes during interviews and focus groups, creating online survey content and summarizing results, arranging logistics for meetings, and summarizing key findings from outreach processes.
- Provide overall support for strategic, downtown, and neighborhood plans, including providing creative input into planning processes, and helping to draft reports that summarize process, discuss findings, and provide recommendations.
- Generate maps and graphics in ArcGIS and/or Adobe Illustrator.
- Graphic design for reports, plans, and proposals utilizing InDesign.
- Prepare PowerPoint presentations.
- Communicate with and respond to client inquiries and manage basic project logistics.
- Occasional business travel to provide project support, attend conferences, etc.

Required Experience and Skills

- Relevant background and/or education (bachelor’s degree or higher) in urban or regional planning, public administration, economics, geography, or a similar field
- 2 to 4 years of professional experience in planning, community development, place management, or a related field
- Currently located in or willing to locate to the Denver Metro area
- Excellent writing skills

- Strong communication skills, including internally with colleagues, and externally with clients and community members participating in our planning efforts
- Demonstrated experience in research and analysis
- Detail-oriented, self-motivated with a strong work ethic and natural desire for getting the job done
- Excellent time management skills, ability to juggle multiple projects and meet deadlines
- Collaborative team player, flexible, willing to take direction, with experience working in a fast-paced professional environment
- Proficiency with the Microsoft Office Suite (primarily Word, PowerPoint, and Excel)
- Ability to travel
- Natural curiosity to learn about cities, downtowns, and new places!

Desired Experience and Skills

- Experience working for a place management organization (Business Improvement District, Downtown Development Authority, or similar), and/or demonstrated interest in the urban place management field
- Interest or experience in community outreach for planning processes
- Proficiency in Adobe Illustrator and InDesign
- Experience creating maps using ArcGIS
- Fluency in another language is a plus

Salary: \$50,000 to \$60,000 starting annual salary commensurate with experience, plus benefits including an open vacation policy, medical coverage, optional dental and vision coverage, and retirement fund contribution. For out-of-state candidates, support for relocation expenses will be considered.

This is a full-time position and can offer some scheduling flexibility.

To Apply: Please submit a brief letter of interest, resume, and portfolio (if available) in PDF format to Daniel Makela (daniel@pumaworldhq.com) and Amanda Kannard (amanda@pumaworldhq.com).

This position will remain open until filled.