



Job Title: Vice President, Built Environment

Supervisor: Chief Program Officer

FLSA Status: Exempt

Summary

The Vice President of Built Environment oversees the Built Environment priority of the strategic plan and actively assists in ensuring that the organization's overall mission and vision are achieved. This includes directly leading development and land use policy efforts, and either leading, supervising, and/or supporting other efforts to achieve the objectives and goals across the organization's strategic priorities. The position requires strong working knowledge of the real estate development process, policies and codes; as well as real estate development, economic development, and real estate market trends and best practice knowledge.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. However, due to the nature of the work we do occasional evening and weekend work may be required to meet deadlines or events.

Duties and Responsibilities:

- Responsible for overseeing the Built Environment priority of the strategic plan, including supervising project and team leads to ensure alignment with strategic priorities, achievement of project goals and deliverables, and the development of work plans, strategies, and annual budgets.
- Creates and leads the organization's real estate development policy approach to ensure that codes and policies support downtown's growth and economic development while also meeting goals for diverse housing, affordability, storefront business, preservation and cultural venues.
- Serves as staff lead for the Built Environment Committee, managing the work plan of the committee and developing budget to support work plan. Advises and/or leads other committees and task forces as needed.
- Assists the VP of Public Affairs in developing the organizational policy agenda and supports the execution of Built Environment Committee advocacy objectives and priorities.

- Monitors the activities of local government policymakers including Austin City Council and its Committees, Planning Commission, Downtown Commission, Design Commission and relevant local media and industry forum, in close communication with the VP of Public Affairs.
- Identifies and informs issue-specific research and analysis of proposed policies, determines impacts, draws recommendations for action, and assists in advocating resolutions.
- Develops and presents briefing documents, reports, presentations, talking points, meeting notes, and other materials in collaboration with staff and consultants.
- Collaborates with governmental agencies, partner organizations, and community stakeholder groups to develop shared strategies.
- Collaborates with and advises on related research, public relations, and communication efforts.
- Establishes and maintains relationships with key stakeholders such as downtown property owners and managers, business owners, real estate developers, professional service consultants, residents, allied organizations, the Austin City Council, City of Austin Departments, Boards and Commissions, Travis County and the State of Texas relevant departments, other government agencies and other community stakeholders.
- Coordinates and manages consultant work.
- Some evening and weekend meetings and events will be required.
- Performs additional related duties as needed.

Supervisory Responsibilities

Directly supervises the Director of Planning and Urban Design. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and, resolving complaints.

Required Skills/Abilities:

- Strong working knowledge of the real estate development process in dense urban environments.
- Experience working with land use codes and regulations; local Austin land development code experience is preferred.
- Leadership skills, with steadfast resolve and personal integrity.
- A solid grasp of data analysis and performance metrics.
- Able to diagnose problems quickly and have foresight into potential issues.
- Excellent time management and organizational skills.
- Able to work collaboratively and work independently with a high-level of self-motivation to meet goals and deadlines.
- Must be detail oriented and able to demonstrate initiative and follow-up skills.
- Excellent verbal and written communication skills.
- Ability to function well in a high-paced and at times stressful environment.

- Ability to learn and apply new skills.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Education and/or Experience

- Bachelor's degree in architecture, urban planning, business administration, or related field from four-year college or university; and 15+ years of related experience; or equivalent combination of education and experience.
- An advanced degree, license, and/or certification is highly desired.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Benefits

- 401k non-elective contribution of 3% plus additional 2% employer match with employee elected contribution
- Employer-paid employee coverage for medical, dental, and vision
- Employer-paid Life Insurance
- Employer-paid Short/Long Term Disability
- 20 days of Paid Time Off
- 10 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Cell phone stipend

- Commuter benefits
- Bikeshare membership
- Professional Development
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

We're excited you're interested in joining our team! Email careers@downtownaustin.com with your resume to apply.