



JOB DESCRIPTION: ECONOMIC DEVELOPMENT MANAGER

POSITION: FULL-TIME

Downtown Houston+ is seeking a high-energy, polished business professional to be part of the Economic Development Team. Through this role, you will manage the planning and execution of our organization's retail strategy and support the design, implementation, and evaluation of our organization's development incentive programs.

ABOUT DOWNTOWN HOUSTON+

Downtown Houston+ (DTH+) consists of the family of organizations that champion and enhance Downtown Houston, including Central Houston Inc. / Central Houston Civic Improvement, the Downtown Redevelopment Authority, and the Houston Downtown Management District.

Central Houston, Inc. / Central Houston Civic Improvement

Founded in 1983, Central Houston, Inc. creates a community to advocate and advance the vision for Downtown. Led by a prestigious board of leaders, it is a non-profit organization funded by its members. Central Houston Civic Improvement is a 501(c)(3) non-profit charitable affiliate of Central Houston, Inc. and serves as the fiscal agent for catalyst projects.

Houston Downtown Management District

In 1996, the Texas legislature created Houston Downtown Management District to protect and beautify the public realm, provide programming and marketing, and plan and catalyze economic development. Guided by a diverse board, it is funded through a fair and proportionate assessment on real property.

Downtown Redevelopment Authority / TIRZ #3

Downtown Redevelopment Authority/TIRZ #3 improves Downtown's economic wellbeing through capital and operational investments in parks, infrastructure, safety, and other public realm improvements. It is governed by a city-appointed or confirmed board and made possible by reinvesting incremental property taxes within its zone's boundaries.

DESCRIPTION

We are seeking a highly-motivated and experienced Economic Development Manager to join our team and play a vital role in shaping the future of Downtown Houston. Reporting to our Director of Planning & Economic Development, this position will focus on two key areas: (1) managing a vibrant storefront program and retail strategy, and (2) supporting broader real estate and land use development efforts, including development incentives and policies.

RESPONSIBILITIES

DTH+ Storefront Program Management and Lead Retail Growth Strategy

1. Implement and update the DTH+ retail strategy to attract new and diverse retail businesses to Downtown Houston, based on the Downtown Houston+ 2024 Retail Research Report (to be published May 2024).
2. Assist in the development and regular updating of downtown gap and retail cluster analysis.
3. Welcome new businesses to Downtown Houston, leading initial communication, tracking, and setting up of introductory meetings with staff in advance of opening.



4. Proactively develop relationships with storefront business operators and commercial real estate professionals, being an advocate and conduit for DTH+ and City of Houston information that may assist storefronts with permitting requirements, financial support, grant opportunities, and marketing/promotion.
5. Monitor and prepare briefings for DTH+ Leadership Staff and key stakeholders on emerging trends and issues related to downtown storefront success and lead the development of policies, advocacy efforts and programs to benefit the downtown storefront economy.
6. Develop and provide opportunity for minority and women-owned businesses through retail programs and partnerships, internal and external to DTH+, that provide support services and connections to diverse entrepreneurs.
7. In partnership with the Downtown Houston+ Engagement Team, lead the creation and execution of marketing and promotional materials to highlight Downtown as a premier retail destination.
8. In collaboration with the Downtown Houston+ Research Specialist, collect and analyze market data and trends to inform retail recruitment efforts and identify emerging opportunities.
9. Track and measure the success of the retail recruitment strategy through key performance indicators (KPIs) established in the DTH+ Retail Strategy and new KPIs to be developed through this role.

Support the Design, Implementation, and Evaluation of DTH+ Real Estate Incentive Programs

10. Working with the DTH+ Leadership Staff and Boards, engage developers, property owners, and other stakeholders to identify and advance strategic real estate development opportunities in Downtown Houston.
11. Responsible for the daily duties required to develop and manage the design, implementation, and tracking of the Downtown Redevelopment Authority's incentive programs; these programs attract and support the development of new and revitalized mixed-use projects, including retail, commercial, and residential components.
12. Partner with city planning and permitting departments to streamline the development process for key projects.
13. Stay informed of current trends and best practices in real estate development and land use planning.
14. Prepare and present reports and presentations summarizing economic development activities and progress to DTH+ Leadership, Boards, and external partners.
15. Build and maintain relationships with key stakeholders in the public and private sector, including elected officials, business leaders, and community organizations.

QUALIFICATIONS

- Bachelor's degree or equivalent amount of experience, knowledge, and skills that will enable you to perform the tasks of the job proficiently.
- Five to seven years of experience. Applied experience in city planning, commercial real estate, retail, restaurant, and/or small business administration preferred. *Applied graduate coursework may be considered towards relevant experience.*
- Strong project management and interpersonal communication skills.
- Proficiency in Microsoft Excel and Microsoft Office.
- Working knowledge of database and graphic design applications, desired, but not required.
- Detailed knowledge of commercial real estate and experience using demographic data sources including the US Census, ESRI Business Analyst, CoStar, real estate brokerage reports, etc. is preferred.
- Understanding of the operations and successful development of small businesses, including retail, restaurant, and service business models.
- Excellent written and verbal communication skills and comfortable interacting with diverse groups including developers, business entrepreneurs, property owners, residents, and government officials.
- High attention to detail.
- Ability to manage and advance multiple projects simultaneously.
- Must be able to work independently and as part of a team.
- Experience thriving in a high-paced, results-oriented environment.



CORE KNOWLEDGE, SKILLS & ABILITIES:

Change Management - Understands the need for change and helps plan for and accommodate it as creatively and positively as possible.

Planning - Determines goals and priorities, and assesses the actions, time, and resources needed to achieve those goals.

Strategic Management - Plans, monitors, analyzes, and manages the needs of the department and organization to reach established goals and objectives within the context of the job function.

Salary range: \$100,000-\$125,000

Benefits include a 401K plan and more.

Interviews are by appointment only. No telephone calls, please.

To apply for this position, email resume and a cover letter to Human Resources at HumanResources@kandorgp.com