



THE  
HOLLYWOOD  
PARTNERSHIP

## Strategic Initiatives Analyst

### Background

The Hollywood Partnership (THP) and Hollywood Partnership Community Trust are private, not-for-profit affiliate organizations formed to pursue programs, projects and initiatives to improve the Hollywood Entertainment District (HED). The HED stretches along the world-renowned Walk of Fame and spans historic Hollywood Blvd. from the La Brea Avenue Gateway to the Hollywood 101 Freeway and also includes portions of Sunset Blvd., Highland Ave., Cahuenga Blvd. and other iconic Los Angeles streets. Many of Hollywood's most famous landmarks are in the HED – the epicenter of the entertainment world and birthplace of the film and television industry. THP and HPCT share a strategic plan with goals and objectives related to enhancing cleaning and safety, implementing beautification projects, promoting the neighborhood and its offerings, and spurring economic growth.

### ABOUT THE HOLLYWOOD PARTNERSHIP (THP)

**Mission:** To enhance the appeal, vitality, and well-being of the Hollywood community from the ground up.

Hollywood Property Owners Alliance (dba The Hollywood Partnership) is a 501(c)(6) non-profit charged with management of the Hollywood Entertainment District since 1996. As a property-based improvement district, the organization receives assessments from property owners within an 80-block area to provide frontline services that promote the cleanliness, safety, beautification, and economic development of Hollywood.

### ABOUT HOLLYWOOD PARTNERSHIP COMMUNITY TRUST (HPCT)

**Mission:** To strengthen the vibrancy of the Hollywood neighborhood as a bastion of community life and commerce.

Hollywood Partnership Ventures (dba Hollywood Partnership Community Trust) is a 501(c)(3) non-profit, launched in 2022 as an affiliate of The Hollywood Partnership. Through donor contributions, grants, sponsorships, contracts for service, and enterprise programs, HPCT aggregates funds to invest in the betterment of the Hollywood community and accelerate implementation of strategic plans, projects and initiatives.

### Job Description

The Strategic Initiatives Analyst reports to the Vice President of Strategic Initiatives/Executive Director and serves both The Hollywood Partnership and Hollywood Partnership Community Trust. The role entails supporting projects, programs and initiatives through pre-implementation analysis, proposal development, strategic planning, and

post-implementation evaluation. The Strategic Initiatives Analyst will engage both broadly and deeply across all of the organization's priority areas of work: public safety, cleaning and environmental services, hospitality, beautification and capital improvements, marketing and communications, events and activations, policy advocacy, and economic development. The role is primarily internal facing and provides critically necessary support to other external/community facing roles and teams.

### **Essential Tasks and Responsibilities**

Conduct qualitative and quantitative analysis of various aspects of projects, programs, and initiatives in the development and/or pre-implementation stages

Prepare written briefs and visual presentation decks to communicate the objectives, tasks and/or milestones, comparables/benchmarks, timelines, budget constraints, and other key components of projects, programs, and initiatives

In collaboration with other team members, develop action plans to translate concepts/visions into implementable next steps

Develop requests for proposals (RFPs), scopes of work, contract analyses, and other documentation as necessary to support procurement of materials and services

Prepare letters of recommendation and other strategic communications content to support the work of the organizations and other community partner

Evaluate projects, programs, and initiatives post-implementation and develop recommendations to improve outcomes, efficiency, and effectiveness

Prepare grant applications and post-implementation reporting as necessary to support projects, programs, and initiatives in obtaining competitive funding

In collaboration with the Research Manager, leverage available resources and datasets to craft recommendations and support data-driven decision making

Research, analyze, and develop recommendations on key policy initiatives of the City of Los Angeles, County of Los Angeles, and other partner organizations

Utilize project management software to support efficient and effective collaboration across teams within the organization(s)

Complete special projects and other duties as assigned

## **Position Specifications**

Ideal candidates will have completed a Bachelor's degree and at least 5 years of relevant work experience or a Master's degree and at least 2 years of relevant work experience. Degrees in public administration, public policy, urban planning, real estate, economics, business administration, and other related fields are preferred.

Excellent written and verbal communication skills are required.

## **Position Environment**

Hollywood is a high energy, culturally diverse neighborhood and The Hollywood Partnership and Hollywood Partnership Community Trust operate in a fast-paced, deadline-driven environment. The Hollywood Partnership is an equal opportunity employer and is committed to complying with State and Federal laws including fair employment practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, sexual orientation, age, religion, veteran status, or disability.

## **Compensation**

The Strategic Initiatives Analyst is a salaried exempt full-time employee. The anticipated hiring range is \$90,000 to \$110,000. The position will qualify for a generous benefits package to include health, vision, dental, mobile phone, parking, retirement contributions and paid time off. Additionally, The Hollywood Partnership allows a 9/80 alternative work schedule with alternating Fridays off.

## **To Apply**

Please email a cover letter and resume to [Lorin@HollywoodPartnership.com](mailto:Lorin@HollywoodPartnership.com).

The position remains open until filled. Please, no phone calls or walk-ins.