Alliance for Downtown New York, In
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Economic Development Data & Program Manager

The Alliance for Downtown New York (Downtown Alliance) manages the Downtown-Lower Manhattan Business Improvement District, serving an area roughly from City Hall to The Battery, from the East River to West Street. For over thirty years, the Downtown Alliance has worked to transform Lower Manhattan into a vibrant and dynamic mixed-use central business district.

The Economic Development Data & Program Manager will be an integral member of the Downtown Alliance's Economic Development department and will work with the SVP, Economic Development to support the Alliance's office and retail attraction/retention programs through data gathering and management as well as program management and support.

The Economic Development team is charged with tracking all aspects of Lower Manhattan's office, retail, residential and hospitality markets, as well as broad employment, economic, transportation and demographic trends. The Department also develops and manages programs to attract office and retail tenants as well as programs to support existing storefront businesses in Lower Manhattan.

The Economic Development Data & Program Manager will play a leading role in developing reports including quarterly and annual market reports, presentations and other communications highlighting data and trends impacting Lower Manhattan's economy. The Manager will have the opportunity to develop these projects and assist with selecting and managing outside contractors to complete market surveys and studies when necessary. The Manager will also work closely with a consulting team to help develop new processes to streamline, better organize, and possibly automate some aspects of the Downtown Alliance's data program.

The Economic Development Data & Program Manager will also provide general program and project support for the economic development team and may have the opportunity to work on a range of projects including activating vacant retail, placemaking projects, and small business support initiatives.

Under the supervision of the SVP for Economic Development, the Economic Development Data & Program Manager will:

- Track statistics and trends in the office, residential, hotel, and retail sectors of Lower Manhattan's real estate market.
- Work with outside consultants to identify and implement new procedures to help streamline and better organize the Downtown Alliance's data gathering and reporting functions.
- Identify new trends in the real estate market and develop ideas for new research projects that further the Downtown Alliance's mission of promoting economic development in Lower Manhattan.
- Ensure that all appropriate internal databases and pipelines are maintained accurately.
- Track and analyze employment and demographic trends for the district.
- Prepare the Alliance's quarterly market reports and special trend reports.
- Work closely with the marketing and communications team to answer press requests and prepare senior staff and board members for interviews and speeches.
- Work across teams to develop new and innovative ways to present the Downtown Alliance's data and insights to diverse constituents in a compelling manner.
- Assist the Economic Development department in developing and implementing commercial office and retail tenant attraction and retention programs.
- Develop and maintain relationships with key stakeholders in the brokerage and real estate communities and represent ADNY at broker events, real estate conferences and other meetings.
- Develop meeting presentations for both internal and external stakeholders.
- Manage vendors for specific projects.
- Support other Economic Development, placemaking and storefront activation projects where required.

Qualifications:

- Bachelor's or Master's Degree in Planning, Public Policy, Public Administration, Real Estate or a related field and minimum 1-3 years professional experience in a relevant area.
- Advanced capability in Excel, Google Sheets and PowerPoint. Proficiency in Adobe Creative Suite, (particularly InDesign), Salesforce and experience with GIS are highly desirable.
- Interest in and familiarity with the NYC real estate market.
- Familiarity with real estate and demographic data sources including the U.S. Census, CoStar, real estate brokerages reports, etc.
- Demonstrated ability to work independently and on teams.
- Excellent time management skills and ability to meet deadlines.
- Excellent written and verbal communication skills.
- Excellent analytical, technical skills, and attention to detail.
- Ability to synthesize complex ideas and distill into clear, direct language.
- Excellent people skills; ability to work adeptly with colleagues in the office and beyond.

This position requires a regular in-person presence in Lower Manhattan. The selected candidate will be required to work in person at the Downtown Alliance's Lower Manhattan office a minimum of **three days a week and more as needed**. **This role may also require limited evening and weekend work to support projects as required.**

Benefits:

The Alliance for Downtown New York, Inc. offers a very competitive benefits package including health, dental and vision insurance, 401k plan, commuter benefit, life insurance, long term disability insurance, tuition assistance, paid time off, and Citibike membership. **Salary range is $60,000 to $70,000, commensurate with experience.**

To Apply:

Send your resume and a cover letter to jnachowitz@downtownny.com.

The Alliance for Downtown New York is an equal opportunity employer.