

Job Description

Planning & Research Manager

Downtown Indy, Inc. (DII) exists to improve Downtown. It is action-oriented and addresses critical issues that affect Downtown's growth and well-being. DII focuses on planning and development, management and safety, and marketing and activation of Downtown Indianapolis.

I. General Description

A successful candidate will be a self-starter with a comprehensive knowledge of research protocols and a track record of working collaboratively with government agencies, business leaders, and community stakeholders to research, measure, and analyze key demographic, employment, real estate, and cultural statistics that tell the story of Downtown.

II. Responsibilities

- A. **Research**, track and serve as an information source for all Downtown Indy, Inc. projects, including annual and quarterly reports
- B. **Identify, measure, and analyze** economic and social drivers that impact Downtown. Measure, analyze, and report initiatives including, but not limited to, the following types of data:
 - Local, regional, and state economic indicators
 - Demographics and statistics of the workforce, resident, and visitor populations
 - Hotel, office, parking, retail inventory, occupancy, pricing, sales, etc.
 - Downtown properties, including commercial and government buildings, residential properties, and green space
 - Homelessness and crime statistics
 - Traffic, commuting, and transportation modes split patterns, including Downtown parking
- C. **Prepare reports** and check details, plans, and specifications of planning projects
- D. **Manage and maintain** a database of all downtown properties, including commercial and government buildings, residential properties, street-level retail, and green space
- E. **Coordinate planning and projects** against established goals and time frame and make recommendations based on an evaluation

III. Other Duties

- Develop and maintain professional working relationships with government agencies, community stakeholders, and partner agencies to encourage, promote, enhance, and work collaboratively on Downtown development
- Guide cross-departmental collaboration and problem-solving efforts, synthesizing results and presenting to the Senior Leadership team
- Prepare materials for meetings, conferences, and workshops and attend meetings and workshops as required
- Organize and review planning and projects against established goals and time frames and make recommendations based upon an evaluation

IV. Preferred Background, Experience, and Skills

- Bachelor's degree in Economics, Research, Planning or related field
- Master's degree is preferred
- Strong analytical and research skills; proficiency in MS Office, GIS (preferred), and other database sources
- Excellent verbal, written, presentation, and interpersonal skills
- Ability to plan, organize, manage, and multitask
- Proactive and able to work independently as well as in a team environment
- Adequate knowledge of data collection methods (polls, surveys, etc.)
- Able to see trends in the data and interpret/validate the information behind the data gathered
- Stay up-to-date on trends, software, tools, etc., to apply the latest knowledge and techniques
- Able to communicate findings to a range of types of users

V. Compensation

Based on experience and qualifications

NO PHONE CALLS.

Please direct inquiries, resumes and cover letters to:

Bob Schultz, APR, Fellow PRSA Senior Vice President, Events and Marketing

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DowntownIndy.org

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