



Economic Development Project Manager

National Landing Business Improvement District (BID) is seeking an urban planning and economic development professional to serve as the organization's Economic Development Project Manager. This newly created position will work alongside the team's Planning and Transportation Project Manager and will support all aspects of the BID's programmatic work in economic development, development review, and community planning. They will help build out the organization's economic development program across market sectors. As part of a new Planning and Development team, the position will support the organization's mission of fostering an inclusive and vibrant downtown and elevating the area's economic development profile nationally. This role will also champion National Landing's priority planning projects and monitor and review new development projects. The ideal candidate will be a passionate, reliable self-starter who is excited about National Landing's vibrant future and is passionate about economic development, planning, real estate, and community development. Candidates who thrive in a fast-paced, results-oriented environment should apply. This position will report directly to the VP of Planning and Development.

Primary Job Responsibilities

- Manage and develop economic development research, tracking and program initiatives aimed at making the BID the go-to source for market intelligence. Responsibilities include:
 - Maintain a research and development information database across market sectors and track existing companies and businesses within the BID. Track new lease activity and support leasing activity.
 - Work with consultants on key benchmarking data and analysis to support tenant attraction and retention and business development by tracking demographic data, fiscal impact, and real estate market trends across residential, office, retail and hospitality sectors. Support the development of quarterly market reports.
 - Work with Marketing & Communications team to ensure data is integrated into marketing collateral.
 - Coordinate with County on data-sharing and outreach.
- Coordinate and track progress on all new real estate development and public infrastructure projects in National Landing.
- Perform mapping and GIS work for the BID and oversee a project development database and corresponding maps/models including the development map.
- Serve as lead liaison communicating and coordinating with construction managers related to progress on local development.
- Along with Planning & Transportation Project Manager, monitor and participate in Arlington County's various planning processes for land use, parks, and other planning-related studies including reviewing documents, attending meetings, and formulating formal responses.

- Support business outreach and development efforts. Work with Communications and Outreach Coordinator to develop programs that increase the viability and resilience of existing brick and mortar retail and restaurant businesses and increase opportunities for small, minority-owned businesses.
- Develop and maintain a comprehensive and diverse vendor lists in planning, development, landscape, transportation, urban design, planning, economic development, etc.
- Build relationships with various stakeholder groups including BID members, community associations, the County Manager's Office and various county agencies, the County Board, and other partners.
- Help develop and project manage equity and sustainability initiatives.
- Manage design work of consultants/vendors and independently complete graphic design including the strong visual representation of data in maps, presentations, reports, etc.

Required Skills/Qualifications

- Bachelor's degree and 4-5 years of experience or Master's degree (preferred) and at least 1-2 years of work experience in planning, community/economic development, architecture, real estate or related field*
- Substantive knowledge of and interest in urban planning, community and economic development, urban design, and real estate
- Strong writing, editing, communications, and interpersonal skills
- Excellent organizational and project management capability
- Strong mapping and GIS skills
- Ability to manage design work of consultants/vendors and independently complete graphic design and visualization work
- Facility working with Adobe Creative Suite (Photoshop; InDesign) preferred
- Flexible, adaptive, resourceful and capable problem-solver
- Ability to manage multiple projects, meet deadlines and work collaboratively as part of a team
- Experience using Microsoft Office; Google Workplace
- Enthusiastic and enjoy working in a dynamic, flexible, fast-paced environment

*NOTE: A Coordinator title may be utilized instead of Project Manager depending on experience level of candidate.

The National Landing BID offers competitive salaries, excellent benefits, and a convenient Metro accessible location. The BID is an Equal Opportunity Employer. The BID celebrates diversity and is committed to cultivating a highly talented workforce and provide a welcoming, inclusive, collaborative, and fun work environment, where work-life balance is valued for every employee. Creativity and entrepreneurial spirit are encouraged within the BID's fast-paced and talented team.

We look forward to hearing from you!

Interested applicants should provide cover letter and resume to careers@nationallanding.org with a subject line of "Economic Development Project Manager" **no later than, Tuesday, June 15, COB.**

ABOUT National Landing BID

The National Landing Business Improvement District is a non-profit organization that thrives on its strong private-public partnership with Arlington County and local property owners. Formerly

known as the Crystal City BID from 2006 to 2020, this membership coalition continuously promotes and activates the local business, retail, restaurant, and residential community through placemaking, public art, transportation, economic development, events, marketing and promotion. The Crystal City BID officially expanded its boundaries in 2020 and is now known as the National Landing BID unifying the interconnected and thriving neighborhoods of Crystal City, Pentagon City, and Potomac Yard in Arlington, Virginia. This includes more than 26,000 residents, nearly 12 million square feet of office space, approximately 5,500 hotel rooms and over 450 restaurants and shops.

Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting transformation driven by billions of dollars in public and private investment that will deliver new and enhanced housing, offices, parks, transportation and infrastructure in the coming years. The National Landing BID is helping to steer this growth in ways that are sustainable and enhance the area's diversity and livability. For more information, visit on [Twitter](#), [Facebook](#) and [Instagram](#).

Despite the current pandemic, the National Landing area is on the cusp of a massive transformation with billions committed in public and private investment, Amazon's selection as a second headquarters location, and a vibrant residential, hotel, and business community. The BID is strengthening the experience and identity of this urban center through placemaking, public art, transportation, economic development, events, and marketing/promotion. The organization has undergone a major overhaul in the last two years. Since August 2018, the organization has hired a new Executive Director, completed a comprehensive [strategic planning](#) process, launched the area's new name and brand identity, successfully expanded the BID's geographic area by 76% percent, and welcomed a nearly \$2 million increase in annual budget effective July 1, 2020. With this geographic, programmatic, and budgetary expansion, the BID is anticipated to more than double the size of its current operation.

Check out how National Landing is an urban center, reimagined, and how three neighborhoods are stronger together through this [1 minute VIDEO](#).



###