

Capitol Riverfront Business Improvement District (BID)
Employee Job Description
May 5, 2016

Job Title: Planning Analyst

Reports To: Vice President of Planning & Development

Job Type: Full-time

Salary Range: \$45,000-\$55,000 with a generous benefits package including health, dental, and a retirement match. This position may be eligible for overtime pay.

Job Location: 1100 New Jersey Ave, SE, Suite 1010, Washington, DC 20003

Work Hours: 40 hours/week, with some hours for evening and weekend events, particularly during spring and summer.

To Apply: Please submit a cover letter and resume in one .pdf file to Renan Snowden, Vice President of Planning and Development, via email at renan@capitolriverfront.org with the subject line "Planning Analyst 2016" by Friday, May 20, 2016, at 5:00 PM.

To ensure your application is routed properly, you must follow the above instructions. No phone calls, please. Due to the volume of applications we receive, we are unable to respond to queries about application status and will only reach out to candidates we pursue further. References will be required at a later point in the process. Employment offer may be subject to credit and criminal background checks. The Capitol Riverfront BID is an Equal Opportunity Employer.

Job Description: The Planning Analyst will maintain Excel datasets that support the BID's business attraction and marketing/communication efforts. The Planning Analyst will be involved in original research on the neighborhood, as well as tracking all regulatory and policy issues that may impact development and transportation access to the BID. The planning analyst will also support the BID's transportation, planning, and temporary urbanism efforts. The Planning Analyst reports directly to the VP of Planning & Development and collaborates with the President on a number of initiatives as well.

Responsibilities & Duties

The Planning Analyst responsibilities and duties shall include but not be limited to the following activities:

- A. Data Collection:** The demographic, real estate market, and business data collected by the Planning Analyst will help maintain the BID's role as the most reliable information clearinghouse for the Capitol Riverfront neighborhood.

- Collect and analyze economic, demographic, and market data by using US Census data, CoStar, and other data sets.
- Update real estate development activity in the neighborhood on a quarterly basis.
- Formulate, disseminate, and analyze results from an annual perception survey distributed to BID residents, employees, and visitors.
- Maintain a database of office tenants, retail merchants, and other business data for the neighborhood.

B. Update and Present BID Informational Materials: The BID disseminates information about the neighborhood via our website, brochures, presentation boards, and PowerPoint presentations. The Planning Analyst will be responsible for the following:

- Update project boards, brochures, and website on a quarterly and/or annual basis.
- Participate in the writing and production of the BID annual report, the Quarterly Development Summary, the Retail Opportunities brochure, the BID's e-mail newsletter, and other BID publications.
- Prepare Power Point presentations on issues related to the BID.
- Lead tours of the neighborhood and staff the marketing table at BID events.

C. Transportation and Other Infrastructure Planning: Major infrastructure projects will shape the neighborhood in coming years. The Planning Analyst will be involved in the BID's advocacy efforts as they relate to transit planning, bike planning, streetscape planning, and advocacy for other infrastructure projects.

- Review citywide transportation initiatives or policies that can impact the neighborhood's transit accessibility and local circulation capacity.
- Work with DDOT and the DC Surface Transit organization on Circulator bus operations, marketing, and route enhancements.
- Work with the President and VP of Planning & Development on transit and accessibility tactics recommended in the Urban Design Framework Plan such as the proposed north/south transit connection.
- Work with DDOT on the concept of M Street as a "complete" street with dedicated bus lanes or Bus Rapid Transit lanes.

D. Temporary Urbanism: Temporary urbanism initiatives can be implemented to activate and enliven under-utilized and highly visible areas within the BID. The Planning Analyst will work with the VP of Planning & Development and the President to identify sites, strategies, and budgets for various temporary urbanism initiatives and implement the programs.

- Examine opportunities for the enhanced lighting and improved aesthetics of the underpasses for the SE/SW Freeway.
- Review opportunities for the installation of public art at key locations throughout the BID.

E. Maintain an Image Database: The Planning Analyst will maintain and update a database of images of BID residential, office, and hotel, and retail properties for use in BID publications and marketing.

F. Small Area Planning: The Planning Analyst will assist the VP of Planning & Development and President with small area planning studies for a variety of sub-districts within the BID. This would involve data collection, community outreach, strategic planning, and implementation tactics.

G. BID Administration: The Planning Analyst will assist with the following BID administrative functions:

- Assist the VP of Planning & Development in the maintenance of a database on each BID square and parcel.
- Assist the President and VP of Planning & Development in preparations for BID board and membership meetings, as well as BID committee meetings – attend and participate in those meetings as needed.
- Provide staff support for the BID's committee structure as necessary.

General Job Requirements:

For the Planning Analyst position, a minimum of two - three years of experience in a similar field is required, as well as a minimum of a Bachelor's degree in Urban Planning, Real Estate, or a related field. A Master's degree in Urban Planning, Real Estate, or a related field may be substituted for work experience. Work experience in a BID is desired but not a requirement for the job. Proficiency with Microsoft Office Suite programs Excel, Power Point, and Word is required. GIS skills are preferred, but not required. Candidates must exhibit excellent verbal and written communication skills, an ability to manage multiple projects with limited supervision, be a team player, and have computer and database management skills.

The Capitol Riverfront BID is a 501(c)(6) nonprofit organization that oversees a 500-acre neighborhood in southeast Washington, DC, located just five (5) blocks south of the US Capitol Building and along the Anacostia River. The neighborhood is home to the Nationals Ballpark, the US DOT headquarters office building, 10 acres of new city parks including the award-winning Yards Park and Canal Park, over 14 million SF of new development, 34,000 employees, and 5,000 residents. At build-out the neighborhood will achieve over 37 million SF of new, mixed-use, high density development. The neighborhood is located on Metro's Green Line and is served by the Navy Yard/Ballpark Metro station.