

**Capitol Riverfront Business Improvement District (BID)
Employee Job Description
November 27, 2017**

Job Title: Planning Analyst

Reports To: Vice President of Planning & Development

Job Type: Full-time

Salary Range: \$45,000-\$55,000 annual salary with a generous benefits package including health, dental, and a retirement match.

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

Work Hours: 40 hours/week, with some additional 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 2017" by Friday, December 8, 2017, 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 is an entry-level economic development, research, and planning position. The Planning Analyst supports the BID's economic development, research, transportation, and public art initiatives. 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. Economic Development & Research:

The planning analyst will assist the Vice President of Planning & Development by collecting demographic, real estate market, and business data to maintain the BID's role as the most reliable information clearinghouse for the Capitol Riverfront neighborhood. Responsibilities include:

- Maintain a GIS and Excel database of each BID square and parcel for existing and future development.
- Collect and analyze economic, demographic, and market data by using US Census data, CoStar, DC government, and other data sets.
- Manage the BID's annual perception survey including survey writing, marketing outreach, and analysis of data from 1,500+ neighborhood residents, employees, and visitors.
- Maintain a database of office tenants, retail merchants, and other business data for the neighborhood.
- Support the writing and production of the BID's annual report, the Quarterly Development report, the Retail Opportunities brochure, Office Opportunities brochure, e-mail newsletter, BID's website, and other BID publications.
- Lead tours of the neighborhood and staff the marketing table at BID events.
- Manage a database of images of BID residential, office, hotel, and retail properties for use in BID publications and marketing.

B. Transportation 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 Sustainable Transit coalition on Circulator bus service, Capital Bikeshare, and other transportation issues.
- 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.

C. Public Art: Public art 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 public art 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.

D. BID Administration: The Planning Analyst will 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.

General Job Requirements:

For the Planning Analyst position, a minimum of one to 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. Internships or 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, up to 37.5 million SF of new development at full build-out, 34,000 employees, 8,000 residents, and 3 million annual visitors. The neighborhood is located on Metro's Green Line and is served by the Navy Yard-Ballpark Metro station. For more information on the Capitol Riverfront BID, please visit our website at www.capitolriverfront.org.