



REAL ESTATE & PLANNING MANAGER

Objective

The Mount Vernon Triangle Community Improvement District (MVT CID) seeks an Economic Development and Planning Manager who will be responsible for tracking and analyzing development projects and retail opportunities, planning for transportation improvements and public realm activation, preparing and monitoring the collection of CID taxes, conducting research, writing grant applications, and other tasks. **Interested candidates should submit a cover letter, resume, and two references to claire@mvtcid.org by Thursday, June 12th 2014.**

Organization Overview

The MVT CID is a nonprofit organization established to enhance the overall quality of life for residents, visitors, employees, business and property owners in the Mount Vernon Triangle neighborhood in the East End of downtown Washington, DC. The MVT CID celebrates its tenth year anniversary in 2014. The CID, residents, businesses, churches, property owners, and other stakeholders have made significant progress towards achieving the vision of the neighborhood established in the 2003 Action Agenda. We seek a staff member who is excited about contributing to the continued growth of the MVT.

The MVT CID is considered to be one of Washington DC's best examples of a mixed-use community. The Mount Vernon Triangle is a welcoming, authentic, and centered neighborhood that mirrors DC's unique mix of historic and modern buildings, longtime and new residents, diverse cultures, restaurants, and experiences. Mount Vernon Triangle is experiencing dynamic growth and development in the office, residential, and retail sectors. Today, it has one of the densest concentrations of residents in DC. The MVT CID has 1.7 million square feet of office space and 3,689 residential units existing and under construction, as well as over 40 restaurant & retail offerings. This development is being matched by organic neighborhood connections and community initiatives. MVT is benefitting from visionary planning, public and private sector investment, a rich neighborhood history and strong community-minded participation by our stakeholders.

Primary Responsibilities (including but not limited to)

- Track and analyze data associated with development projects and retail opportunities
- Manage planning initiatives for transportation improvements and public realm activation
- Prepare bills and monitor collection of CID taxes
- Conduct qualitative and quantitative research
- Prepare grant applications
- Assist with business retention and business development efforts
- Prepare Power Point presentations
- Assist with writing and editing e-newsletter
- Assist with planning & execution of community events
- Attend meetings with DC government officials and others on behalf of the organization
- Support the President and Director of Operations with projects that advance the mission of the CID

Qualifications

- Experience and interest in urban planning and city, community, and real estate development
- Excellent organizational skills and attention to detail
- Outstanding interpersonal and communication skills, including business writing and public speaking
- Creativity, resourcefulness and problem-solving skills. Experience with qualitative research & real estate finance
- Customer-service minded approach to working with stakeholders
- Professional poise and ability to represent the MVT CID well through external relations and networking
- Proficiency with Microsoft Office, Excel, Power Point, and Illustrator
- Graduate studies or 5 years work experience in real estate, planning, community development or related fields

Salary & Benefits

Annual salary commensurate with experience. The MVT CID offers highly competitive benefits, opportunities for professional development and a supportive work environment.