



Job Title: Economic Development Research Manager

Supervisor: Associate Vice President of Strategic Initiatives

FLSA Status: Exempt

About the Downtown Austin Alliance:

The Downtown Austin Alliance is a nonprofit formed with the vision of enhancing, improving, and promoting Downtown Austin as an incredible place to live, work, and play. Through a broad range of programs, partnerships, and initiatives, we work to create, preserve, and enhance the value and vitality of our beloved downtown. Together with our Downtown Austin Alliance Foundation, we create an inclusive downtown culture for everyone through impactful projects and the management of Republic Square Park for our community to enjoy.

We're a team driven by our Core Values: Visionary, Passionate, Inclusive, Collaborative, Trusted & Impactful. If this sounds like you, we want to hear from you!

Job Summary

Conducts primary level research and policy analysis to support projects and programs of the Downtown Alliance. Maintains specific proprietary research assets. Works directly with the staff lead for the Economic Development Committee to conduct research that advances the committee workplan. Works with the Associate Vice President, Strategic Initiatives to create tools and resources that improve research design, implementation and evaluation processes and outcomes.

This is a full-time (40 hours per week) exempt position. Our standard office hours are Monday through Friday 9:00 am – 5:00 pm. Each role at the Downtown Austin Alliance is based at our physical office in the heart of downtown Austin. As stewards of downtown Austin, we look for talent that wants to be part of our local, collaborative community. We work in a hybrid model, with 3 days a week in the office as our baseline, with Tuesdays as our in-office day for the entire team. We offer a flexible work schedule. However, due to the nature of the work we do occasional evening and weekend work may be required to meet deadlines or events. This position reports to the Associate Vice President of Strategic Initiatives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Research Design, Implementation and Analysis

- Plan, design, implement research systems and methodologies to assist the organization in accomplishing strategic objectives.

- Work with internal and external partners to assess and define the primary objectives or desired outcomes when developing new research projects.
- Define issues and identify parameters for gathering information.
- Design methodologies for tracking data using various software programs.
- Work directly with internal or external project leads to deliver the most accurate and useful consultant services.
- Simplify and translate complex data, providing high-level summaries and options for a variety of audiences.
- Run queries and reports on key measures.
- Analyze data to determine trends.
- Respond to internal and external ad hoc research requests.
- Regularly audit and scrub data to ensure accuracy.
- Create and edit technical reports, including but not limited to the annual State of Downtown report.
- Work with the communications team responding to external requests from media, local governmental partners, and other downtown stakeholders.
- Coordinate with staff to enhance their use of research supporting tools.
- Monitor downtown real estate development by updating the Development Database quarterly.
- Monitor and analyze conditions in the commercial and residential real estate markets, utilizing internal and external real estate, economic, and financial data.
- Serve as a downtown subject matter expert, well versed in local market conditions and the forces that affect them.
- Track region-wide economic indicators to gauge the strength of the economy at the MSA and downtown level by providing data upon request and significantly contributing to market research deliverables.
- Research and evaluate peer downtowns or cities and their relevant policies.
- Maintain research assets deployed in the field, including but not limited to pedestrian counters.
- Provide research and analysis services for the Economic Development Committee to assist the development of key policy positions and recommendations.
- Research, evaluate, and provide recommendations on economic development topics such as development policy, incentives, zoning, and land use reforms.
- Take regular attendance and meeting notes for each Economic Development Committee or associated Task Force or Working Group meeting.
- Serves as staff second for the Economic Development Committee, assisting the staff lead in developing and executing the annual work plan and reporting on its progress.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree from four-year college or university; with 4 to 7 years related experience and/or training; or equivalent combination of education and experience. Graduate degree is a plus.

Required Skills/Abilities:

- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work collaboratively and work independently with a high-level of self-motivation to meet goals and deadlines.
- Capacity to handle multiple priorities in a fast-paced team environment.
- Proficient in Microsoft Word and Excel.

Physical Requirements:

- While performing the duties of this Job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

Compensation & Benefits

Salary range **\$77,000 to \$104,000** with bonus plan eligibility after the successful completion of annual goals.

- 401K non elective contribution of 3% plus additional 2% employer match with employee elected contribution
- Employer paid employee coverage for medical, dental, and vision
- Employer paid Life Insurance
- Employer paid Short/Long Term Disability
- 20 days of Paid Time Off
- 10 paid holidays (including one floating personal day)
- Paid winter break from December 26 – December 31st
- Summer Fridays
- Paid Parental Leave
- Monthly Cell phone stipend
- Monthly Internet Stipend
- Monthly Wellness Stipend
- Monthly Commuter benefits
- Bikeshare membership
- Annual Professional Development
- Onsite Gym
- Fully stocked kitchen with beverages & snacks

The Downtown Austin Alliance is committed to creating a diverse, inclusive workplace and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or veteran status.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Use of Business Intelligence Tools such as Microsoft PowerBI, Tableau, or similar.
- Use of Geospatial Mapping software such as ESRI ArcGIS, Tableau, CartoDb, or similar.
- Skill in pivot tables, excel, access database, and other.
- Skill in coding, app development, and query design or similar.
- Skill in data visualizations and digital storytelling.
- Knowledge of API's, integrations, data architecture or similar

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Date

Supervisor Signature

Date