

Urban Design Strategy and Capital Projects Manager

Position Summary

We are looking for a self-motivated professional who is enthusiastic about community, economic development, and urban planning with a strong commitment to teamwork. While this role will be working directly on community engagement, economic development, and planning projects, we are looking for a growing leader who also enjoys program management and business development. This role would include direct interaction with commercial property owners, business owners, and community members, as well as community-based organizations, elected officials, and governmental agencies. This role would serve as the lead for planning and implementation of capital projects, and special initiatives relating to urban design best practices to enhance Economic Development.

A qualified candidate:

- Collaboratively develop and articulate methodologies and detailed scopes of work for proposed placemaking and infrastructure improvements.
- Create programs and tools to enhance and encourage positive interaction and growth.
- Lead research and peer benchmarking to support strategic planning, goal/target setting to facilitate conversations with stakeholders.
- Driven to build a leading team as we continue to grow our Community and Economic Development profile and work.
- Some knowledge of public contracting processes, e.g., Request for Proposals, Request for Qualifications, is helpful.
- Strong organizational, writing and communication skills.
- A basic understanding of local, state, and federal infrastructure design standards, and practices.
- Assist in researching and providing reports for grants and funding agreements.
- Create opportunities for growth and help to accomplish the Vision for the District.
- Review and monitor contracts and scope of services as needed for projects under this position.
- Help develop and monitor budgets for business development and other line items related to Planning and Economic Development.
- Develop and maintain positive work relationships with representatives of the City of Houston, Harris County, consultants, contractors, and various agencies and partners to fulfill the District's Service Plan and serve commercial property owners.
- This position will take an active role in helping to formulate short- and long-term goals and vision for the district.

- Lead the District's Capital Improvement Committee, including taking lead for new strategic plans for future opportunities for both economic development and infrastructure projects.
- Be able to learn, research and disseminate current, on-going, and future Infrastructure, Transportation
- Lead efforts to outreach to developers that are innovative and interested in the Greater Northside District.
- Share general administrative duties with staff including, but not limited to, Board Support, meetings, phones, and constituent contacts.
- Represent the District at various community meetings.
- Highly proficient in Microsoft Word, Excel and PowerPoint.
- Assist or facilitate stakeholders, committee, and other meetings as needed, including compiling materials and preparing agendas.
- Help provide information for newsletters and assist with website and social media post and updates.
- Assist with special projects as assigned.

We are a small office with varied responsibilities; thus, a successful candidate must have a shared leadership attitude and an ability to stretch sometime to do a little of everything.

While our main hours are from Monday through Friday, 8:30 to 5:30, there is a need for some evening and weekend hours. We also have several events that promote the area that take place on weekends, so some weekend participation is required.

Requirements:

College Degree is required, in transportation, engineering, urban planning, land development, or another related field. Prefer 3 to 5 years' experience working in a related field, city or county government experience is appreciated.

Must be ok with occasionally lifting to 20lbs. Participating in hands-on events such as cleanup and bike rides.

Greater Northside Management District (GNMD) is a political subdivision created by Texas State Legislature to assist the Greater Northside area with supplemental services that create an environment for economic development.