



## JOB DESCRIPTION

# Development Project Manager

POSTING OPEN UNTIL FILLED

Do you want to help shape the future of Downtown Memphis? Should that future look active, walkable, clean, safe, inclusive, and inviting? Are you passionate about working with local business owners, developers, architects, artists, and innovators to help build a downtown for everybody? The Downtown Memphis Commission (DMC) has a rare opening on the Planning & Development team for an individual seeking a fulfilling career in urban planning and economic development.

The Development Project Manager works closely with downtown property owners and small businesses to understand their needs and match them with development incentives that can help them make lasting improvements to their properties. The process typically involves collaborating with organizational partners, direct outreach to property and business owners, leading pre-application meetings, reviewing plans and drawings, writing analytical staff reports, and presenting projects for consideration at monthly board meetings. This position reports to the DMC's Senior Vice President for Planning & Development.

Interested candidates must have strong attention to detail and excellent analytical and communication skills. The position also works as part of a small team to assist with Downtown planning initiatives including urban design, streetscape programs, transportation and mobility initiatives, sub-area plans, retail strategy, anti-blight, and special projects.

The ideal candidate enjoys collaboration, loves cities, is knowledgeable about urban design, and is fully committed to diversity, equity, and inclusion. This is the perfect opportunity for someone who understands the importance of well-designed urban places and wants to play an active role in the continued growth and success of Downtown Memphis.

### Who are we looking for?

- Enthusiastic advocate for Downtown Memphis
- Excellent written and oral communication skills; effective public-speaking is a must
- Creative problem-solver with the ability to handle multiple tasks concurrently
- Knowledge of urban design, community planning, and economic development
- Proficient with Microsoft Office Suite, with strong skills in Excel, Word, and PowerPoint
- Ability to read and understand basic architectural and engineering drawings such as site plans, floor plans, and building elevations

Posted: March 24, 2022

- Bachelor's degree in architecture, planning, real estate, urban studies, or a related field
- Minimum of 3 years' experience in architecture, urban design, planning, commercial real estate, community development, or additional, related graduate/professional level education
- Ability to work and speak with diverse groups of people
- Strong project management and organizational skills
- Experience using Geographic Information System (GIS) software is a plus
- Experience communicating design ideas using AutoCAD, SketchUp, or similar visualization tools is a plus

### **Ready to Apply?**

Please send a current resume and cover letter to "Hiring Manager," c/o Christine Taylor, DMC Office Manager, at [taylor@downtownmemphis.com](mailto:taylor@downtownmemphis.com)

Position salary range is dependent on qualifications and experience. Within six months of employment, the selected candidate must reside within Memphis and/or Shelby County, Tennessee.

The DMC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.