



Planning and Economic Development Manager

The National Landing Business Improvement District (BID) seeks a planning professional to serve as the organization's **Planning and Economic Development Manager**. This position is in the Planning and Development Division, and the ideal candidate will support all aspects of the team's programmatic work in community planning, placemaking, economic development, and development review. This role will help amplify the organization's planning and economic development program across market sectors while also playing a pivotal role in tracking and analyzing economic and development data within the BID's growing submarket.

We are looking for a high-energy, entrepreneurial-minded, resourceful professional to support the BID's mission to become an inclusive, vibrant urban downtown. The ideal candidate will champion National Landing's transformative growth by tracking and analyzing key economic data trends since COVID-19 and will report these trends through data visualizations and other visually compelling methods for use in public-facing reports and presentations. They will have urban planning experience and manage efforts tracking, monitoring, and reviewing ongoing development and planning projects within National Landing. They will coordinate placemaking initiatives and further the BID's approach to designing and managing public spaces. National Landing's economic resilience resides in its efforts to reposition National Landing as an attractive place for the business community to thrive.

All candidates interested in applying must be passionate about National Landing's vibrant future and have a proven track record in economic development, urban planning, real estate, placemaking, or community development. If you are motivated to work in a fast-paced, results-oriented environment and are interested in learning from forward-thinking, thought leaders and placemaking experts, then please consider applying. This position will report directly to the VP of Planning and Development and will work closely with the Public Realm Coordinator and Transportation Manager.

Primary Job Responsibilities

- Manage and update the BID's economic development portfolio by tracking key market data indicators aimed at making the BID the go-to source for market intelligence. Responsibilities include:
 - Update the BID's development information database across market sectors and track existing companies and businesses within the BID. Track new lease activity and support leasing activity.
 - Monitor key benchmarking data and support tenant attraction and retention; track key indicators for women and minority-owned small businesses.
 - Develop quarterly market reports by monitoring and analyzing the BID's demographic data, fiscal and economic impact data, and real estate market trends across residential, office, retail, housing, and hospitality sectors.
 - Knowledge and proven track record using market data platforms like Placer, CoStar, Tableau, and STR

- Coordinate with the County on data-sharing and outreach.
- Coordinate and track progress on all new real estate development and public infrastructure projects in National Landing.
- Perform mapping and GIS work for the BID and oversee a project development database and corresponding maps/models including the development map.
- Coordinate development updates with construction managers related to progress on local development.
- Along with Planning and Development team members, monitor and participate in Arlington County's various planning processes for land use, parks, and other planning-related studies including reviewing documents, attending meetings, and formulating formal verbal and written responses.
- Support business outreach and development efforts by developing programs that increase the viability and resilience of existing brick-and-mortar retail and restaurant businesses and increase opportunities for small, minority-owned businesses.
- Help develop and project manage placemaking strategies and programs.
- Support equity initiatives implementing the BID's Equity in Action Plan.
- Create a strong visual representation of data in maps, presentations, reports, etc.

Required Skills/Qualifications

- Master's degree graduates with at least 2-3 years of work experience in urban planning, community/economic development, architecture, real estate, or related field or planning professionals with comparable experience.
- Substantive knowledge of and interest in urban planning, community and economic development, urban design, and real estate
- Strong writing, editing, communication, and interpersonal skills.
- Exceptional organizational and project management capability
- Strong mapping and GIS skills
- Facility working with Adobe Creative Suite (Photoshop; InDesign) preferred.
- Flexible, adaptive, resourceful, and capable problem-solver
- Ability to manage multiple projects, meet deadlines, and work collaboratively as part of a team.
- Experience using Microsoft Office Suite; Google Workplace, Tableau, Arc GIS, Microsoft Excel, CoStar, STR Data, and other economic development market programs.
- Enthusiastic and enjoy working in person, in a dynamic, flexible, fast-paced environment.

The National Landing BID offers competitive salaries, excellent benefits, and a convenient Metro-accessible location. The BID is an Equal Opportunity Employer. The BID celebrates diversity and is committed to cultivating a highly talented workforce and providing a welcoming, inclusive, collaborative, and fun work environment, where work-life balance is valued for every employee. Creativity and entrepreneurial spirit are encouraged within the BID's fast-paced and talented team.

We look forward to hearing from you!

To apply, please provide a cover letter and resume to careers@nationallanding.org with the subject line of "***Planning and Economic Development Manager.***"

About the National Landing Business Improvement District

The National Landing BID is a nonprofit public-private partnership that serves as the place management organization for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard. We're storytellers, placemakers, idea champions, and community builders. We bring people together through placemaking, public art, transportation, economic development, events, marketing, and promotion.

Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting renaissance driven by billions of dollars in public and private investment that will deliver new and enhanced housing, offices, parks, transportation, and infrastructure in the coming years.

Our mission, vision, and values

Mission: To serve as champions for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard

Vision: National Landing will redefine downtown as a dynamic, mixed-use, urban center with vibrant streets, playful programming, next-generation mobility, world-class parks, and human-scaled design. Our future is sustainable and innovative, with a strong economy and inclusive community.

Values: Collaborative, creative, design-forward, fun, inclusive, innovative, people-centered, sustainable

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