



Economic Development Specialist
Temporary, non-exempt, hourly (20 hours/week)
Duration: August 2022 – July 2023

Deadline to Apply:

July 13, 2022

Ongoing, open until filled

About The U District Partnership

The [U District Partnership](#) (UDP) is a nonprofit 501(c)(3) organization with a mission to serve all who work in, live in, and visit Seattle's University District by fostering and sustaining a vibrant, diverse, and healthy neighborhood. UDP's programs are evolving with the neighborhood as we provide services in several program areas: Economic Development, Urban Vitality and Placemaking, Cleaning, Public Safety, Homeless Outreach, Marketing, and Events. UDP is an independent nonprofit organization that is also partially funded by the U District Business Improvement Area (UDBIA) and serves residents, visitors, businesses and other stakeholders in Seattle's University District neighborhood.

About the Economic Development Specialist Position

The Economic Development Specialist will report to the Economic Development Manager and support the U District community by carrying out the goals of the U District Partnership. The Specialist will engage with business owners, collect important information and data, and work collaboratively to understand the "on-the-ground" reality of the U District economy. The role requires combining analytical and soft-skills to accomplish strategic goals.

Duties & Responsibilities

Façade Improvement Pilot Program

Support the launch and management of a façade improvement pilot program to assess current facades and develop strategies to realize positive improvements in the public realm.

- Conduct research and uncover best practices in commercial district façade improvement programs
- Develop an inventory and qualitative assessment of ground-floor facades
- Analyze data and produce business-specific recommendations with varying timelines and estimated costs
- Support Economic Development Manager in collaborating with businesses to implement façade improvement recommendations

Outdoor Dining Development and Enhancement

Support the expansion of outdoor dining options to support small businesses and enhance the public realm

- Collaborate with businesses to beautify and enhance the attractiveness of their current outdoor dining infrastructure
- Spur the development of new outdoor seating / placemaking infrastructure for U District businesses

Commercial Space Tracking

Manage a database of existing spaces for sale/lease and new development with ground floor retail to assist in the relocation of businesses facing displacement and those looking to expand into the U District. Utilize data to understand trends in size, \$/sqft, and sector distribution.

- Walk the neighborhood monthly to uncover and track commercial spaces that are vacant or available in the community, including those not advertised online
- Regularly update and ensure accuracy of commercial vacancy database that tracks spaces, their size, price per sq. ft., and brokerage information on Fulcrum (mobile data collection and workflow automation software)
- Analyze and report trends to support business retention and recruitment

Business Landscape Database

Update the U District Business Database to uncover new businesses, business closures, and contact information for businesses within the UDBIA and Greater U District.

- Coordinate with the Economic Development Manager to collect contact information for businesses as UDP builds upon and develops relationships with area businesses and organizations
- Track the changing economic landscape in the neighborhood including business openings, closures, and new programs

U District Partnership Program Support

Support the ongoing programs of the organization in relation to economic development.

- Support business recruitment for UDP-hosted events, some weekend hours may be required with advance notice
- Collaborate cross-departmentally on programs that enhance the vitality of the business landscape
- Distribute resource materials to local businesses as needed

Core Competencies

- Excellent verbal and written communication skills
- Strong analytical and reporting skills, with the ability to look at large-scale data and make assessments
- Self directed with sound judgment and ability to problem-solve
- Attention to detail and proven experience developing accurate written materials
- Proficient in word processing applications, spreadsheets, and presentation software



Desired Education and Qualifications

- Strong interest in community and economic development, small businesses, and urban planning
- One year of progressively responsible experience in the field of community organizing, economic development, and/or placemaking
- Experience and/or past employment in business improvement districts, entrepreneurial ventures, small business, commercial real-estate, or sales environment is encouraged
- Working towards a Master's degree in urban planning, public administration, business administration, economics or closely related field

How to Apply:

Position: Economic Development Specialist

Reporting Relationship: Economic Development Manager

Status: Non-exempt, hourly (20 hours/week)

Duration: August 2022 – July 2023

Hourly Rate: \$25-\$28 DOE

Please submit your resume and letter of interest with the subject line "**Economic Development Specialist - Your Name**" to: daniel@udistrictpartnership.org. Please send attachments as PDFs, each labeled with your name.

The U District Partnership (UDP) is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and participants. UDP encourages all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status.