



Urban Vitality Manager

Organization:	The U District Partnership
Job Title:	Urban Vitality Manager
Reports to:	Executive Director
Position Type:	Full-time, Exempt
Timing:	40 Hours Per Week
Compensation:	\$84,000 - \$103,000

About The U District Partnership

The U District Partnership (UDP) is a nonprofit 501(c)(3) organization dedicated to fostering a vibrant, diverse, and healthy neighborhood for everyone who works and lives in or visits Seattle's University District. The U District itself is home to nearly 40,000 residents, 50,000 students, and 28,000 UW faculty, staff. UDP serves as both a voice and a steward for the community, delivering services across a range of program areas: economic development, placemaking and urban planning, cleaning, public safety, homeless outreach, marketing, and events. In addition to grants and sponsorships, we are partially funded by the U District Business Improvement Area (UDBIA) fund, which was reestablished by City ordinance in 2020.

About the Urban Vitality Manager Position

As the Urban Vitality Manager, you will join an organization with over a century of service to Seattle's University District. Reporting directly to the Executive Director, you will collaborate with a skilled team of managers across diverse lines of business.

We are seeking a candidate who brings a unique blend of subject matter expertise, curiosity, and a passion for community engagement. You thrive on building meaningful relationships with residents, businesses, organizations, and property owners. You have a solid understanding of urban policy, a proven ability to work effectively with public agencies and private development teams, and an ability to navigate established systems affecting the public realm and built environment.

You will excel in this role because you are organized, self-directed, and energized by other people and variety, and thrive in a team environment. Your creativity will shine as you envision and implement innovative improvements to the neighborhood's public realm, uncovering opportunities others might overlook. In this role, you will oversee and spearhead initiatives that shape the future of the University District and enhance urban vitality. **Specific projects will include:**

- *Public Space Programming and Design* - Work with public, private and non-profit partners to realize public space programs and changes to the built environment that enhance the vibrancy of the district

- *Lid I-5 North* - Support a stakeholder coalition and manage a federally- and locally-funded effort to determine project feasibility and design
- *University Way Policy Overlay District*: Lead advocacy with the City to establish controls and incentives to sustain and deepen the vitality of this unique retail/commercial destination
- *Arts District Designation* - Work with the Washington State Arts Commission and community stakeholders to establish the U District as an officially recognized arts district
- *NE 42nd Street Green Street* - Manage partnerships with the City and community to ensure optimal project design and strong communication and buy-in from nearby stakeholders through funded design and construction phases
- *Development Advocacy* - Establish early working relationships with public and private design and development teams, coordinate closely with the City's Construction Hub Program to avoid major conflicts or community impacts
- *Comprehensive Plan Update, Sub Area Plan* - Develop strategic positioning, stakeholder alignment, and policy advocacy to shape and influence the City's update of the comprehensive plan, as it pertains to the U District.
- *Public Restroom* - Lead neighborhood stakeholder coalition to refine concept and advance City policies and funding support to implementation
- *Urban Vitality Committee* - Staff and manage a volunteer committee of UDP Board members and U District stakeholders that represent a diverse range of community perspectives and expertise to advise on programs and initiatives.

Key Roles and Responsibilities

As the incoming Urban Vitality Manager, you will join a collaborative team focused on advancing the U District. The following roles and responsibilities are key components of this position.

- *Community Organizing and Stakeholder Engagement* – You will serve as a community convener in a variety of capacities. You will build strong relationships with stakeholders, ensuring they have a clear understanding of public and private projects. You will seek feedback to better understand community needs and perspectives so that you can elevate them to those who need to hear them. You will organize community members to advance priority projects for the U District and attend externally convened meetings to represent UDP and/or the U District community where appropriate.
- *Advocacy and Policy Leadership* - You will lead much of UDP's advocacy around public and private development and urban policy. You will leverage community and public partner relationships to secure resources and policy outcomes that benefit the U District, UDP, and those we serve.
- *Research and Information Sharing* – You will be the “go-to” informed resource for public and private development in the U District, using your subject matter expertise to be a resource and serving as the local expert helping agencies and developers understand the micro environmental opportunities and impacts of their work. You will also identify key public realm data sets, trends, and outcome measures critical to successful community-centered projects while creating and maintaining communication vehicles to ensure broad dissemination of important information.

- *Planning and Project Management* – You will oversee the development and implementation of UDP’s public realm strategy that builds a unique and compelling physical environment for the U District while ensuring alignment with organizational and community goals. You will be responsible for leading the planning and execution of various community-generated projects. This includes conceptualization, the development and oversight of project timelines and budgets, as well as the careful management of resources to ensure seamless delivery.
- *Resource Partner/Grant Writing* – You will identify and raise public and private funding resources. Implement strategies bringing partner resources into the U District. You will also develop and maintain funding relationships with the appropriate agencies in support of the U District work in developing and maintaining a vibrant U District.

Core Competencies & Qualifications

As a strong candidate for this position, you likely have the following core competencies and qualifications.

- *Experience* – A minimum of 5 years of increasingly responsible experience in community design, urban redevelopment, and a strong grasp of the public agencies and private parties that shape the built environment—likely a bachelor’s or advanced degree in urban planning, public administration, or a closely related field from an accredited institution—knowledge of Business Improvement Districts and Place Management Organizations is a plus.
- *Communication* – Exceptional interpersonal, verbal, and written communication capability, with the ability to build and maintain relationships at all levels.
- *Collaboration* – Excellent skills and ability to work with a wide range of people of diverse backgrounds and interests—including small business operators for whom English is not their primary language.
- *Strategic Thinking* - Ability to think strategically and align policy and program work with community, public, and organizational objectives.
- *Leadership* - Demonstrated ability to organize, lead, and inspire stakeholders to affect change, with strong decision-making and problem-solving capabilities.
- *Organization* - Exceptional project management skills with a keen attention to detail, and ability to successfully multitask and manage multiple deadlines as necessary.
- *Creativity* - Strong creative thinking and problem-solving skills to enhance the built environment and overall neighborhood experience in the U District.
- *Customer Service* - Proven experience developing and managing excellent customer and constituent relations across diverse stakeholder groups.
- *Flexibility* - Adept at managing multiple priorities in a fast-paced environment, with a flexible and adaptable mindset. Ability to work the occasional weekend or in the evenings to lead constituent engagement or support community festivals and U District promotions.

- *Technological Proficiency* - Ability to use Google Workspace and Microsoft Office—proficiency with Adobe Creative Suite is a plus.
- *Resource Management* - A proven track-record of successfully securing grant and public funding to advance programs, while managing budgets with restricted funds.

Compensation & Benefits

- Salary range: \$84,000 - \$103,000 (depending on experience)
- Employer-paid medical and dental
- Paid time-off
- Employer-paid ORCA card
- Retirement plan with 3% employer match
- Life and disability insurance

How to Apply

As an Equal Opportunity Employer we celebrate diversity and are committed to creating an inclusive environment for all employees and participants. We encourage all interested persons to apply regardless of age, race, ethnicity, religion, sexual orientation, gender identity or expression, national origin, veteran, or disability status. If you are passionate and curious about the built environment and eager to take on a leadership role and make a significant community impact, we invite you to apply and be part of our dynamic team.

Please send your resume with a cover letter to: nikki@udistrictpartnership.org by **Monday, February 3rd at 5:00 pm**. In the subject line, please include the following information: “**Urban Vitality Manager - Your Name**” and ensure that all attachments are sent as PDFs, each labeled with your name.