



Economic Development Manager

Organization:	The U District Partnership
Job Title:	Economic Development Manager
Reports to:	Executive Director
Position Type:	Full-time, Exempt
Timing:	40 Hours Per Week
Compensation:	\$89,000 - \$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 and 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 Economic Development Manager Position

As the Economic Development 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 an outgoing candidate who brings a unique blend of subject matter expertise, curiosity, and a passion for local economic development. You thrive on building meaningful relationships with people and have a solid understanding of the economic pressure and dynamics facing small businesses, property owners, and developers. You have a proven ability to work effectively with public and private stakeholders and an ability to navigate established systems related to economic development. 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.

Key Roles and Responsibilities

As the incoming Economic Development Manager, you will be joining a strong team of managers that regularly collaborate across lines of business. The following roles and responsibilities are key components of this position.

- *Small Business Outreach and Advocacy* – You will seek regular input and feedback to better understand community needs and perspectives of small businesses so that you can elevate their issues to those who need to hear them. You will organize community members to elevate awareness of economic issues and attend externally convened meetings to represent UDP and/or the U District community where appropriate. You will identify and build relationships with government agencies to secure funding, technical assistance, and resources to help small businesses in the U District.

- *Commercial Attraction, Research and Special Projects* – You will collaborate with the Executive Director and community to develop and execute a commercial attraction strategy that highlights the U District’s strengths and attracts major office and retail tenants. Leading research efforts, you will track occupancy and economic trends, producing reports that showcase the neighborhood’s growth. Building relationships with small business owners, landlords, developers, and brokers, you will help shape a dynamic tenant mix that enhances the district’s vitality. You’ll also work with UDP’s Marketing Manager to create leasing materials and partner with consultants, City agencies, and other stakeholders to navigate market shifts, leverage public policy initiatives, and position the U District for long-term success. From time to time you may also lead special projects that enhance the economic vitality of the district.
- *Planning and Development Policy* – In collaboration with the Urban Vitality Manager, you will advance inclusive economic development policy initiatives and programs that retain and attract businesses and investment to the U District. You will serve as the primary liaison to public agencies such as the City of Seattle’s Office of Economic Development, while fostering and managing relationships with small businesses, real estate developers, the University of Washington, consultants, elected officials, and other community stakeholders.
- *Board 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 UDP, and our economic development programs. You will lead the coordination and execution of regular UDP Economic Development Committee meetings and other related convenings to facilitate issues discussions and networking. You will support the UDP Executive Director in sourcing and engaging with prospective Committee and Board members.

Core Competencies & Qualifications

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

- *Experience* – At least five years of progressively responsible experience in real estate development, community-based development, brokerage services, real estate finance, planning, or a related field. A graduate degree in real estate, urban planning, public/business administration, or a related field is preferred, though additional experience may substitute for the degree.
- *Knowledge* – A deep understanding of the roles business improvement areas and economic development corporations play in assisting local businesses and property owners, and the tools available to spur economic development growth, and a strong grasp of the Seattle development process including understanding of the permitting, deal structuring, financing mechanisms, and construction processes.
- *Networking* – Significant industry contacts throughout Seattle including but not limited to developers, small business owners, brokers, and senior city agency employees. *Communication* – Exceptional interpersonal, verbal, and written communication capability, with the ability to build and maintain relationships at all levels—experience working with stakeholders who do not speak English as a native language is important.

- *Organization* – Exceptional project management skills with a meticulous attention to detail, and ability to successfully multitask and manage multiple deadlines as necessary.
- *Customer Service* – Proven experience developing and managing excellent customer and constituent relations across diverse stakeholder groups.
- *Collaboration* – A proven track-record of successfully building partnerships 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.
- *Creative and Strategic Thinking* – Strong problem-solving skills with an ability to think creatively and align policy and program work with community, public, and organizational objectives to enhance the overall experience and vibrancy of the U District.
- *Leadership* – Demonstrated ability to organize, lead, and inspire stakeholders to affect change, with strong decision-making and problem-solving capabilities and a commitment to positive organizational culture.
- *Flexibility* – Adept at managing multiple priorities in a fast-paced environment, with a flexible and adaptable mindset. Ability to work the occasional weekend or evening to lead constituent engagement or support community festivals and U District promotions.
- *Technological Proficiency* – Ability to use Google Workspace and Microsoft Office—proficiency with CoStar, Esri, Placer.ai, and Adobe Creative Suite is a plus.

Compensation & Benefits

- Salary range: \$89,000 - \$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 about community development and eager to take on a leadership role and make a significant impact, we want to hear from you, and invite you to apply and be part of our dynamic team.

Please send your resume with a cover letter to Nikki Somers: nikki@udistrictpartnership.org by **Friday, March 14th at 5:00 pm**. In the subject line, please include the following information: **“Economic Development Manager - Your Name”** and ensure that all attachments are sent as PDFs, each labeled with your name. The position will be open until filled.