

JOB TITLE: Planner

REPORTS TO: President

POSITION STATUS: Full-Time, exempt

POSITION DESCRIPTION:

The **Planner** plays a critical role in shaping the future of Downtown Boston by providing strategic land-use planning advice and advocacy. This position will work closely with the President and key staff to ensure the DBA's perspective is effectively integrated into city-led planning processes, including development reviews, neighborhood plans, mobility initiatives, and public realm improvements. The **Planner** will champion innovative solutions that enhance the district's economic competitiveness, improve the quality of public spaces, and foster a vibrant and inclusive environment for residents, businesses, and visitors.

ABOUT THE DOWNTOWN BOSTON ALLIANCE (DOWNTOWNBOSTON.ORG):

The Downtown Boston Alliance (DBA), formerly known as the Downtown Boston Business Improvement District, was created by property owners committed to achieving the district's full potential as a premier and vibrant destination. Our mission is to significantly improve the experience of all who live, work, visit, go to school, or shop in the 34-block, 100-acre DBA service area by providing supplemental services to keep the district clean, safe, and vibrant while catalyzing an energetic and thriving business climate and serving as the neighborhood's voice and advocate.

PRINCIPAL RESPONSIBILITIES:

Land Use Planning and Advocacy

- Actively track, participate in, and provide expert input on city-led planning processes, including zoning changes, development reviews, public realm enhancements, and neighborhood planning initiatives.
- Advocate for the DBA's recommended outcomes related to land use, transportation, and public realm improvements.
- Monitor and analyze proposed development projects within the district, assessing their potential impacts on the local economy, traffic patterns, abutting properties, and community character.
- Develop and present compelling policy positions and recommendations to city agencies, elected officials, and community stakeholders.

Public Realm and Placemaking

- Oversee the planning and implementation of both temporary and permanent public realm improvements, including pedestrian plazas, streetscape enhancements, and green infrastructure projects.
- Collaborate with designers, engineers, and community members to create vibrant and accessible public spaces.
- Advocate for the allocation of public and private funding for public realm improvements.

- Manage the production and implementation of Site-Specific Plans, particularly for DBA-produced events and activities, ensuring they align with the organization's goals and the district's overall vision.
- Manage and organize the DBA's implementation of project-specific goals, including but not limited to a Ped Zone Access PILOT, the launch of one or more social districts, and similar projects.
- Support DBA member businesses as they seek to participate in outdoor placemaking efforts, particularly as it relates to facilitating productive city and community engagement and operational success of the overall engagement.

Equity & Inclusion

- Champion an equitable and inclusive approach to planning, development, and infrastructure to ensure universal access and that the needs of all community members are reflected.

Internal & External Collaboration

- Build and maintain strong relationships with city agencies, community groups, elected officials, and other key stakeholders.
- Serve as a liaison between the DBA and its members on planning and development issues, including but not limited to organizing and staffing the Board's Public Realm Committee.
- Support DBA's ongoing economic development efforts to link available public realm and privately-owned downtown spaces with economic opportunity.
- Collaborate with internal teams to develop and implement strategies that support the DBA's overall goals.

Research & Analysis

- In partnership with the Data & Research Manager, conduct research and analysis on relevant planning and development trends, best practices, and emerging issues and prepare reports, presentations, and other materials to communicate planning information to stakeholders.

Other

- Other duties as assigned

SKILLS & QUALIFICATIONS:

- 2 to 5 years of experience in land use planning, urban design, placemaking, or a related field.
- Top-notch research, writing, and project management skills.
- Ability to develop and maintain productive working relationships with a wide range of stakeholder groups and allies.
- Advanced understanding of (or clear propensity to understand) municipal government, public policy, urban studies, and planning.
- Working knowledge of real estate development practices and issues.
- Experience with research and data-led strategy and program development and analysis.
- Calm, pleasant, and collaborative interpersonal and professional nature.
- Advanced computer (Outlook, Word, Excel, PowerPoint) and design (Adobe suite or comparable) skills.

LOGISTICS & COMPENSATION DETAILS:

- **Hours & Days:** Organizational work hours for office-based staff are generally Monday through Friday (9a-5p); however, this role will require an ability to work mornings, evenings, and weekends for organizational activities, as necessary.
- **Salary & Benefits:** The position is salaried and exempt with a generous benefit package. The salary range for the position is \$70,000-\$95,000, commensurate with experience.
- **Location:** This role will be office- and district-based, in-person.
- **Career Advancement:** We believe strongly in professional development and career advancement for our staff. Promotion opportunities exist for each of our employees and will be considered based on areas of mutual interest for the employee and need for the organization.
- **Other Info:** The role may require some bending, stooping, reaching, carrying, climbing, and lifting as necessary to perform assigned duties.

APPLICATION PROCESS:

- Please email cover letter and resume to: info@downtownboston.org with subject line "Planner (YOUR INITIALS)".
- Cover letter should include the answer to this question: "What city downtown that you have visited – foreign or domestic – serves as the best example of a city with excellent planning and a healthy urban fabric as a result?"
- Each file name should include applicant's last name
- No phone calls, please

The Downtown Boston Alliance is an Equal Opportunity Employer and greatly encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key and valued component of our work to promote a welcoming, accessible, and inclusive experience in Downtown Boston through an organization that is itself diverse and inclusive.