

# Bloomberg Associates

## **Urban Planning Associate/Project Manager New York City**

### **Background:**

Bloomberg Associates (BA) is an international consulting service founded by Michael R. Bloomberg, the 108<sup>th</sup> Mayor of New York City and Founder of Bloomberg LP, as a philanthropic venture. BA's mission is to help city governments improve the quality of life of their citizens. Directed by a team of globally recognized experts and industry leaders, the consultancy works to improve urban environments by collaborating with cities to develop best practices, build consensus and foster key relationships. Through its guidance and mentorship, BA delivers actionable insights and plans to cities across eight (8) different focus areas: Cultural Assets Management, Marketing & Communications, Media and Digital Strategies, Municipal Integrity, Social Services, Sustainability, Transportation, and Urban Planning.

The **Urban Planning** team serves as a strategic advisor to cities as they confront complex land use and demographic challenges and as they endeavor to create a thriving public realm, high-quality open spaces, and a thoughtful built environment. The team provides mentorship and direct consulting to mayors and their senior leaders in master planning, urban design, public engagement, housing, public open space, and in related fields to help achieve key goals.

### **The Position:**

Bloomberg Associates (BA) seeks an Urban Planning Team Project Manager to conceptualize, develop, and manage a range of projects relating to urban planning, public realm transformation, and urban economic development for multiple client cities. The Project Manager will serve as a core member of the Urban Planning team, working in close collaboration with his/her fellow teammates and colleagues across the organization to provide innovative, high quality advisory services and support to client cities.

S/he must be an experienced urban planning professional, with his or her core experience in land use planning. S/he would ideally also have expertise in the areas of economic development, such as crafting economic revitalization strategies, formulating public private partnerships, developing governance and management structures, and developing affordable housing and community development strategies.

S/he must be a strategic thinker with proven expertise in project management, analytical skills relating to urban planning, a service oriented mindset, attention to detail, and excellent written and verbal communication skills. S/he must be a team player who can manage projects from start to end, work with many stakeholders, and thrive in a fast-paced, results-driven environment. The ideal candidate would have experience working with government officials in international and domestic cities.

### **Essential Duties and Responsibilities:**

General responsibilities:

- Effectively and independently manage multiple, simultaneous projects from beginning to end, in line with client expectations
- Conduct research and analysis and synthesize key findings into high-quality, easily understandable documents, graphics, presentations and talking points
- Prepare client-ready memos, reports, presentations and other deliverables
- Organize and lead calls, meetings, events and workshops with clients, partners, collaborators and key stakeholders

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- Independently and credibly represent the team in meetings with senior-level clients, partners and stakeholders
- Regularly travel to client cities to meet with clients and other key stakeholders
- Craft proposals for engagement with prospective city clients
- Work closely across Bloomberg Associate teams to evaluate and develop opportunities for collaboration

### Urban planning responsibilities:

- Conduct in-depth land use and site analysis and formulate strategic conclusions/ideas
- Review, analyze and craft recommendations around zoning policies and tools
- Evaluate and advise on land use approval processes
- Analyze development patterns, density, land use projections and demographic trends
- Assess physical and spatial assets and challenges and identify relevant solutions in the areas of waterfront revitalization, vacant and underutilized land, etc.

### Economic development responsibilities:

- Creating economic revitalization strategies
- Designing and developing management and government structures
- Developing public private partnerships
- Analyzing underlying economic conditions and market forces
- Analyzing feasibility of public projects and public/private projects
- Structuring and securing funding for master plans and economic development projects
- Designing policies that support industry sector growth to attract investment
- Determining phasing strategies for public projects
- Structuring innovative public-private development scenarios and financing deals to implement projects
- Crafting strategies relating to equity and housing affordability issues

### Essential Qualifications for the Ideal Candidate:

- Master's Degree in Urban Planning or a closely related degree
- 5 – 10 years' experience in urban planning or a closely related field
- Ability to successfully administer and manage multiple projects
- Demonstrated understanding of urban planning related processes typical within cities (land use review, real estate development processes, etc.)
- Excellent research, writing, communication and analytical skills
- Language skills are desirable, especially Spanish and/or French
- Experience living or working abroad a plus

**To Apply:** Please send your resume and cover letter to [Careers@bloomberg.org](mailto:Careers@bloomberg.org) with "Urban Planning Project Manager" in the subject line.