



Manager, Research & Data Analytics

About the Organization

King of Prussia Business Improvement District, Inc. (King of Prussia District) is a private, not-for-profit corporation working as a catalyst for economic development and job growth. We seek to improve and enhance the business environment in King of Prussia, PA through five primary program areas: 1) Marketing and Communications 2) Physical Improvements 3) Research and Data Analytics 4) Land Use and Zoning and 5) Transportation. The organization is funded by annual assessment fees paid by 431 commercial, industrial and multifamily property owners, grants, special events revenue and other contributions. King of Prussia District has a current annual operating budget of \$2.6M (not including grant revenue).

Mission Statement:

King of Prussia District accelerates economic growth by making King of Prussia vibrant, attractive and prosperous.

Vision Statement:

King of Prussia is Greater Philadelphia's economic powerhouse and premier location for community and commerce.

Guiding Principles:

*King of Prussia District:
Inspires collaboration that strengthens community.
Advocates for our stakeholders.
Elevates King of Prussia's profile.
Delivers a compelling vision for King of Prussia's future.
Strives to elevate property values.*

Core Values:

PROGRESSIVE

We realize opportunity, challenge convention and pursue our vision with passion.

DETERMINED

We strive for excellence, produce with purpose and inspire collaborations that strengthen community.

FUN

We value humor and personality as much as accomplishment, create extraordinary experiences and have fun while we get sh*t done!



Please see our [2024-2029 Strategic Plan](#) for more about King of Prussia District's goals and objectives.

Position Description

King of Prussia (KOP) is experiencing a transformative surge in economic development and job growth. Now is an exciting time to work and/or live in KOP! Nearly \$5B in economic development projects were invested since our founding in 2010. These investments include the construction of nearly 4,000 units of high quality, multifamily housing, more than 700,000 SF of new retail space and hundreds of thousands of SF of office, industrial, hospitality, medical and life-science developments.

King of Prussia District is in its 13th year of operation and has played a significant role as a catalyst for the renewed interest in KOP. King of Prussia District works on landscape and signage improvements throughout the District, land use and zoning revisions, tax policy advocacy, marketing campaigns, dozens of annual events and activations and numerous short and long-range transportation initiatives. At this time, we are looking for a focused and professional individual to support the expanding needs of our research and data analytics work. We are seeking an individual with the right skills, personality and drive to help us capture the progress of the past 13 years. The successful applicant will use analysis of statistical and data driven research to report findings to stakeholders, elected officials, developers and investors and the general public.

Candidate must be a self-starter and be able to multi-task and work effectively in a fast-paced environment. This is a full-time position and will be approximately 40 hours per week. King of Prussia District is a small organization currently employing a President and CEO, Director of Marketing and Communications, Director of Capital Projects and Planning, Manager of Finance and Administrative, Events Manager and a Content Marketing Manager. It is imperative that applicants have an "all-hands-on-deck" personality, a great sense of humor, and the willingness to do what it takes to make the organization successful.

Job Responsibilities

1. Manage ongoing research and data analytics related to economic development, demographics, commuting and visitor traffic patterns, residential, office, industrial, retail and hospitality industry performance, job growth and more.
2. Use our current subscription-based software programs that include CoStar and Placer.ai, and combine with other publicly available data sources to conduct research and collect data for analysis and reporting.
3. Work collaboratively with the Marketing Department and President and CEO to prepare white papers, contribute to monthly eNews, quarterly commercial



eNews, the Annual Report to the Community and other collateral materials, social media channels and our website (visitKOP.com) as needed.

4. Assist the President & CEO and Director of Capital Projects and Planning with research in the preparation of grants for project funding.
5. Present, from time to time, the work of King of Prussia District to outside audiences and stakeholders.
6. Attend King of Prussia District events.
7. Must be an excellent writer and communicator and have a proven track record of prepared reports and summaries of research work.

Requirements

College degree preferred but not required.

A minimum of 5-7 years of experience in research and data analytics pertaining to communities, real estate, development, demographics, and report writing. Non-profit experience a plus, but not required. Business Improvement District experience desirable, but not required.

Excellent writing skills.

Effective communicator.

Strong computer skills with preference for Mac experience. Must be proficient in MS Word, Excel, PowerPoint and Outlook for Mac. We are a Mac only office.

Experience with CoStar and Placer.ai preferred. Experience with US Census data, American Fact Finder, and other publicly available data sources required.

Must be detailed oriented and able to meet firm deadlines.

Excellent project management and time management skills required.

Creative and innovative.

Self-motivated and exhibits good judgment.

A good sense of humor and the ability to collaborate effectively with others within and outside of the organization.

A personal character that aligns with our organizational Core Values.



KING OF
PRUSSIA
DISTRICT

Compensation and Benefits:

Salary commensurate with experience. Standard benefits include, but are not limited to, PTO, personal days, sick days, standard holidays, medical and dental coverage at 90%, Short and Long-Term Disability, a Safe Harbor 401(k) plan with company match at 5% of annual base salary.

How to Apply

Please include a cover letter, salary requirements, three (3) brief write-ups of projects you have worked on in the past 2 years indicating your specific role in the project, along with your resume and three references. We will not contact your references unless you are selected as a finalist for the position.

Send cover letter, project summaries, resume and references by email to eric@kopbid.com. You may also mail your application to:

Eric T. Goldstein, *President & CEO*
RE: Manager, Research & Data Analytics
King of Prussia District
234 Mall Boulevard, Suite 150
King of Prussia, PA 19406

NO PHONE CALLS PLEASE!

Application period open until filled.

You **MUST** provide all requested documentation to be considered for this position. Incomplete applications will be discarded.