

JOIN OUR TEAM

Position Title: **Economic Development Associate**

Work with us to help support great communities and strengthen local economies.

Office Located in Washington, DC | Rolling Start Date | Hybrid Position

WHO WE ARE

Jon Stover & Associates (JS&A) is a leading Economic Development Consulting firm bridging local policy, business, urban design, public interest, and real estate development. We partner with city agencies, developers, nonprofits, and community groups to create strategies for meaningful change, including community planning, real estate feasibility, impact assessments, nonprofit formation, and strategic economic development support. For more information about us and our work, check out our website: www.stoverandassociates.com.

POSITION DESCRIPTION

We're seeking a collaborative and creative new team member to join our team on a diverse portfolio of projects across the US (and beyond!). The right candidate has a passion for the intersection of design, policy, planning, and development with the skillset necessary to produce high-quality reports and deliverables. The role entails supporting strategy development, analysis, stakeholder engagement, and client communication on concurrent projects of various scales as part of our team.

The associate will be involved in all aspects of what we do, with a particular focus on communicating project findings and recommendations in writing, graphically, and verbally in a way that engages and informs our clients and the communities they are working to support.

RESPONSIBILITIES

- Collaborate on a variety of economic development projects ranging from economic development strategies, market analyses, comprehensive plans, placemaking plans, impact assessments, and more.
- Undertake report and deliverable development and production including producing written and graphic content.
- Engage with various stakeholders during projects.
- Play a supporting role in project management, helping our team meet our project timelines and milestones.
- Travel may be required on a project-by-project basis

BENEFITS AND CULTURE

- Competitive Salary Range: \$75,000 - \$87,000 based on qualifications and experience
- Comprehensive benefits package, including health benefits, 401k contributions, and paid time off
- Primarily hybrid work environment
- A collaborative and supportive work environment

WHO WE'RE LOOKING FOR

We're looking for a collaborative team member who can both grow at JS&A, and who we can also learn from. While a background in urban planning is a plus, given the interdisciplinary nature of our work, a wide range of backgrounds could prove to be a great fit. A candidate should have:

- A passion for cities and neighborhoods and an interest in the interplay between community, business, and policy.
- Strong communication skills with excellent writing skills and the ability to translate data, analysis, and complex ideas in a clear and engaging way. A strong sense of design and demonstrated graphic skills.
- 2+ years of work experience in a consulting or related capacity in urban planning or a similar field.
- Ability to work on multiple projects concurrently, efficiently, and in a team environment and independently.
- Competency using PowerPoint and Excel. ArcGIS not required but preferred.
- Preferably located in or near the Washington, DC metro area, but open to remote with the ability to work typical EST hours and occasional travel to our DC office.

HOW TO APPLY

Applicants should email their resume and a brief cover letter to jobs@stoverandassociates.com, attached together as a single PDF document. Email subject line and attachment file name should be "Applicant Full Name, Economic Development Associate Position." Applications will be accepted on a rolling basis.

Jon Stover & Associates | www.stoverandassociates.com

We can't wait to work with you!